**Public Speaking - HL**

Day 2

The next step to creating your presentation to teach others about public speaking is to make an outline. Today’s task is to create an outline that you will use to make a PowerPoint tomorrow. Before you begin please look at the example below to help you in creating yours.

**Part 1**

1. Go to the document you worked on yesterday. Before opening it, click the three dots next to the name of the document. Click on **Open In Sharepoint.** This should bring you to the Internet. Open the document in this tab.
2. Go back to Teams but do not close this internet tab completely.
3. In the folder **Public Speaking** make a new word document that is named **Part 2**
4. In the document put a title at the top and put it at the center of the page. This title should be creative and include the words “Public Speaking.”
5. Underneath the title, put the words **Presenter: Your Name**
6. Press enter twice. Then, on the left side of the page number you are going to begin to create your outline.
7. Type **Slide 2** in Bold Print. Press enter.
8. On the next line you are going to indent using the TAB button and type A.
9. Next to **A.** type the first question from part 2 of the document you worked on yesterday. This Should say **"What is Public Speaking”.** Then press enter
10. Below the **A.** type **B.** And type the answer to part 2. Then press enter.
11. Below the **B.** type **C.** And enter the picture from part 4 of the document you worked on yesterday. Then press enter.
12. Backspace so that your cursor is aligned with the text that says **Slide 2.**
13. Follow steps 6-12 for the rest of questions/slides.

The last three slides should be as follows.

* A video slide containing the video of your choice
* A “questions” slide
  + This slide give your audience the opportunity to ask you any questions they have. You do not need to include your own questions on here
* A “References” slide
  + This lists all the websites you got your answers from.

Congratulations! You have finished your outline and are now ready to move on to the PowerPoint section.

Provide Outline sample if needed

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated