**Public Speaking - ML**

Day 2

The next step to creating your presentation to teach others about your topic is to make an outline. Today’s task is to create an outline that you will use to make a PowerPoint tomorrow. Use the template below the instructions to help you. We have started the outline for you. Read one part at a time. Example: Complete part 1 before completing part 2. When you get to part 4, the directions change. If you have any questions, please ask a job coach. Good luck!

Provide Sample Template only up to Slide 4

**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 document find the word **Title** at the top. Delete this word and put the name of the title of your document there instead. This title should be creative and include the words “Self Advocacy.”
4. Underneath the title, delete the words**: Your Name** and type your name there instead.

**Part 2**

1. Find **Slide 2** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the first question from part 2 of the document you worked on yesterday. This Should say **What is public speaking? Why is it important?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 3**

1. Find **Slide 3** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the second question from part 2 of the document you worked on yesterday.This should say **What are examples of good public speaking?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 3**

1. Find **Slide 4** in Bold Print.
2. Next to **B.** Delete the word **Question** that is already there. Choose the best video from part 3 from the document you worked on yesterday. Copy and paste the link.

**Part 4**

1. Type **Slide 5** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the third question from part 2 of the document you worked on yesterday. Then press enter.
4. Repeat steps 9 and 10 and 11.

**Part 5**

1. Complete slides 6 and 7 using the same instructions

**Part 6**

1. Type **Slide 8** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the word **Questions?** Then press enter.
4. Below the **A.** type **B.** And enter the picture from part 4 of the document you worked on yesterday. Then press enter.
5. Backspace so that your cursor is aligned with the text that says **Slide 2.**

**Part 7**

1. Type **Slide 9** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the word **References** Then press enter.
4. Below the **A.** type **B.** And copy and paste website links you used for all the answers to the questions in part 2 that you used in this outline. Copy and paste website links you used for all the pictures in part 4 that you used in this outline. Copy and paste website link for the video you used in this outline. Then press enter.
5. Congratulations! You have finished your outline and are now ready to move on to the PowerPoint section.

Title

By: Your Name

**Slide 2**

Question

Answer

Picture

**Slide 3**

1. Question
2. Answer
3. Picture

**Slide 4**

1. Self Advocacy Video
2. Video Link

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated