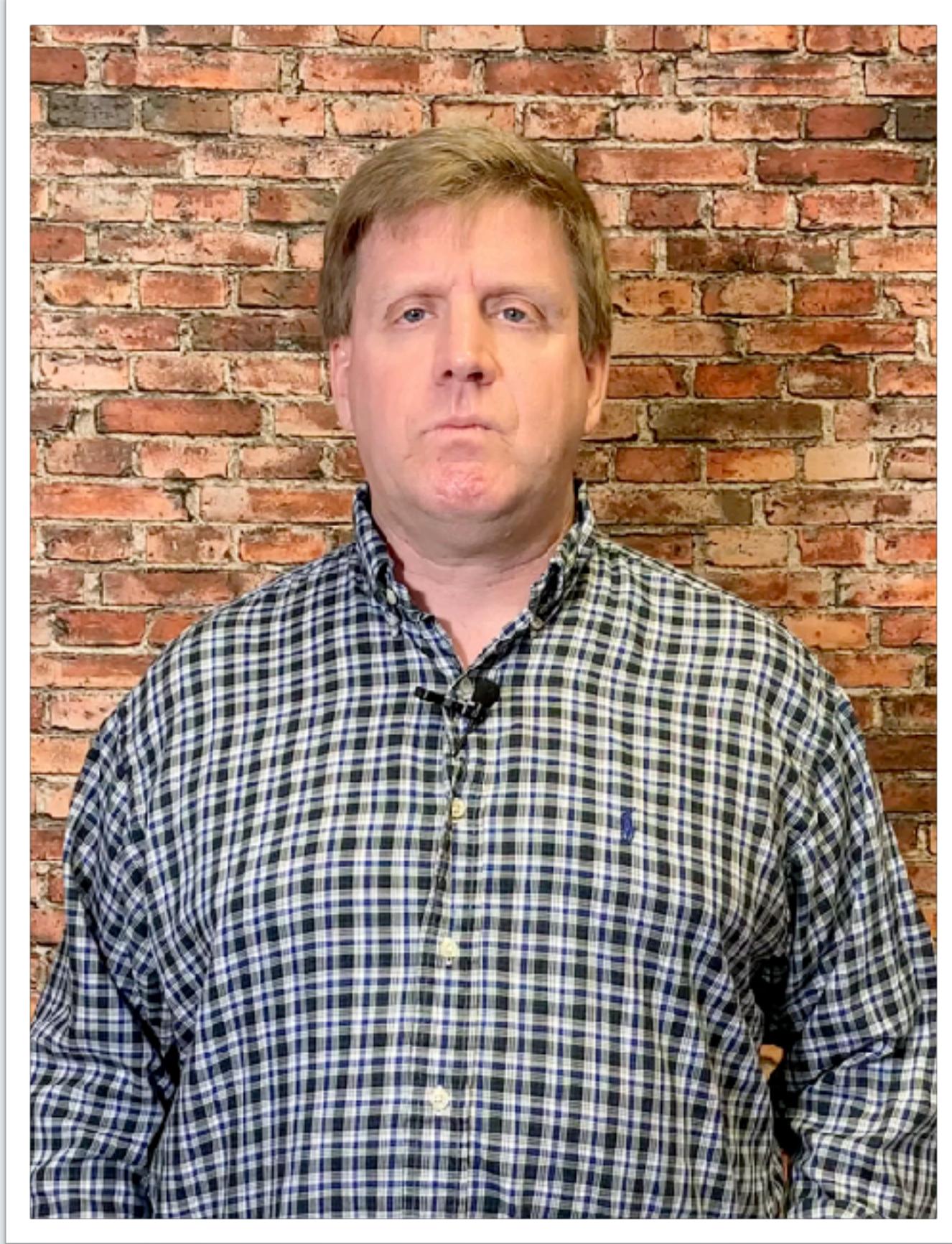
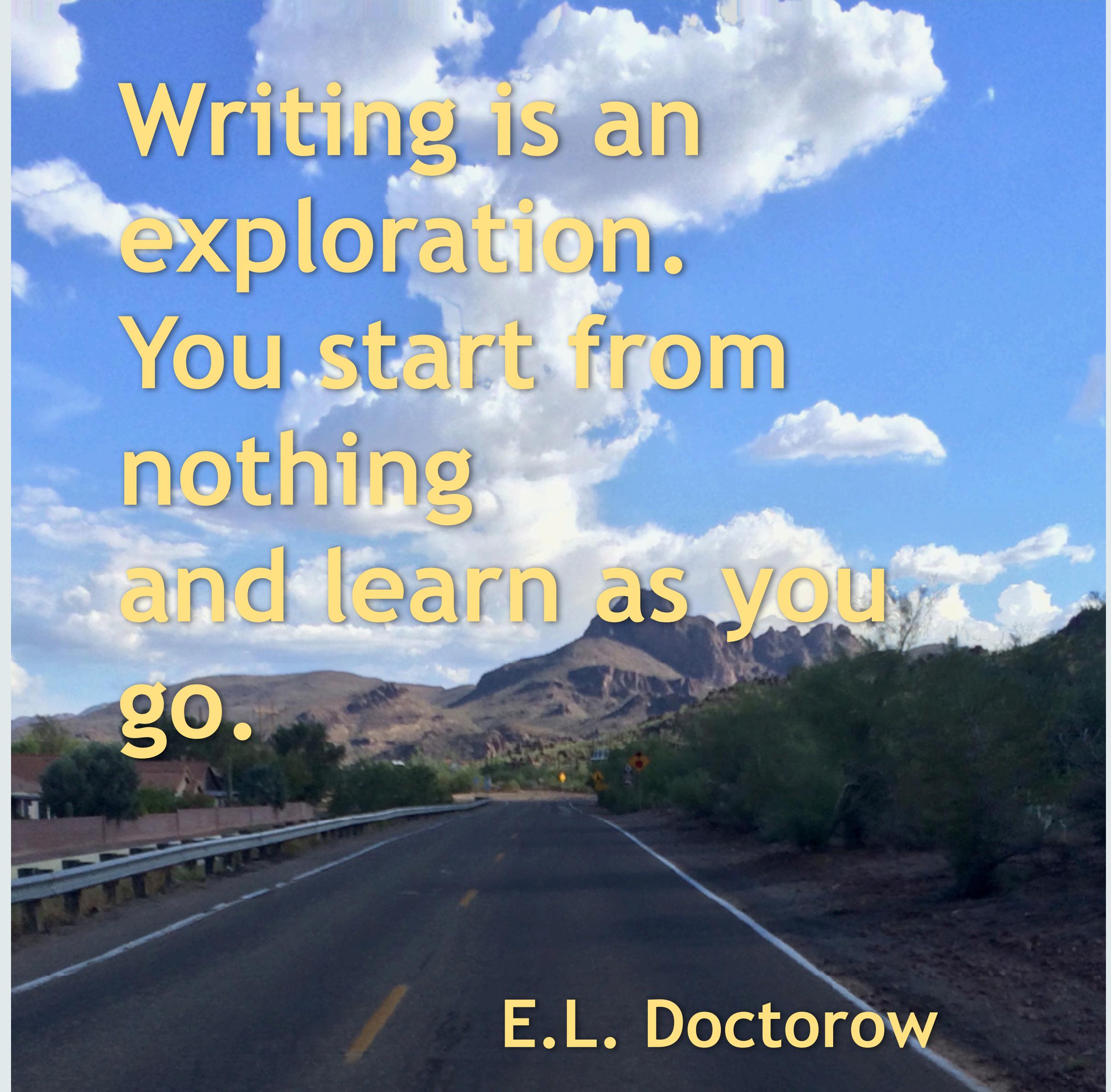


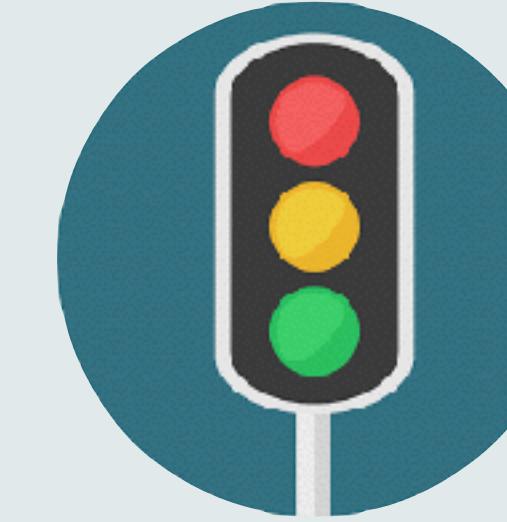
Outlining presentations & documents



Writing is an
exploration.
You start from
nothing
and learn as you
go.



E.L. Doctorow



Before you start
Who is your
audience?

What is your
purpose?



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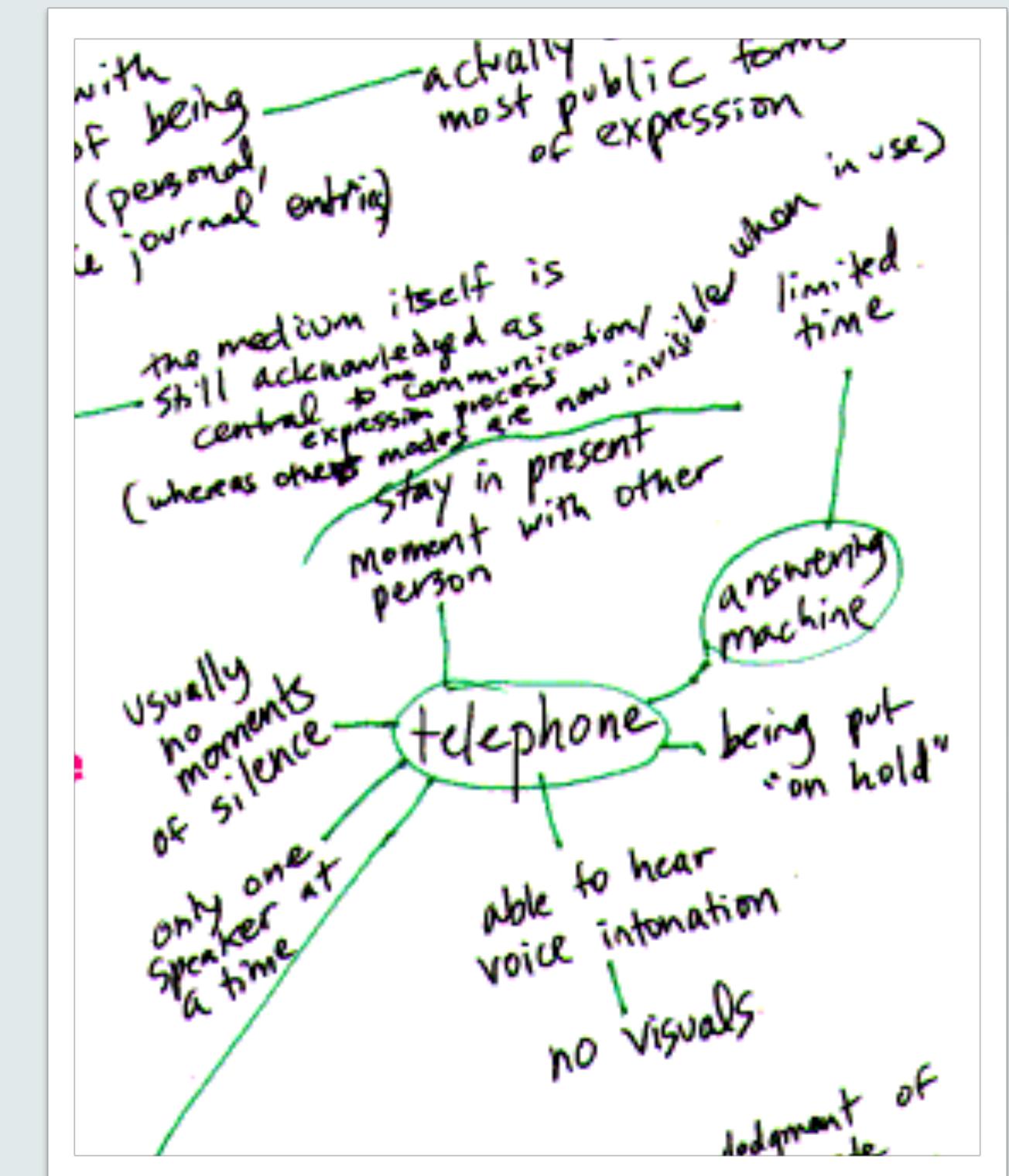
Brainstorming

First Phase

- List ideas without evaluation, the more the better
- Explore tangents

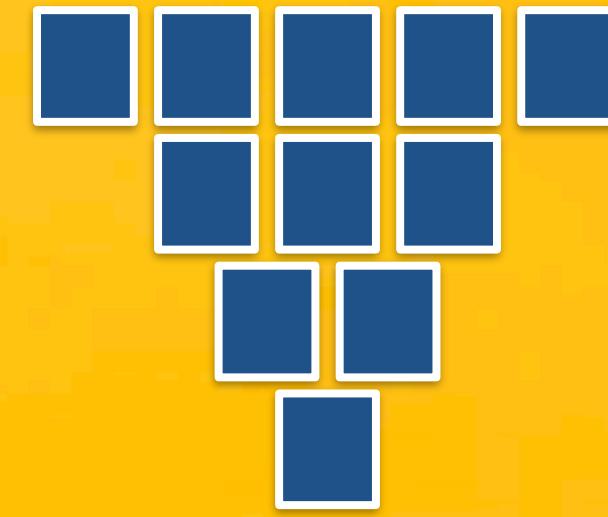
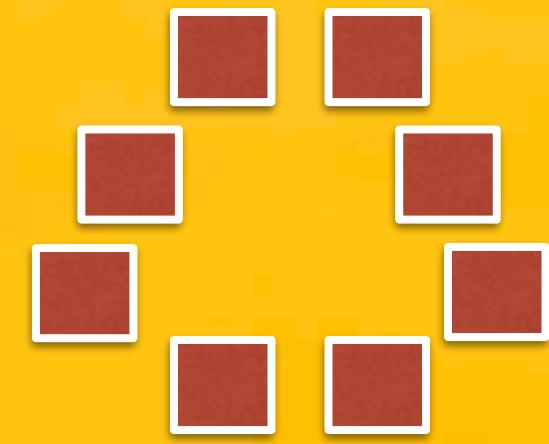
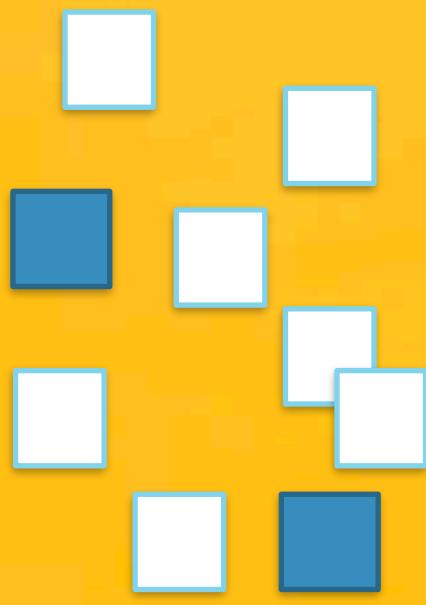
Second Phase

- Group Ideas
- Condense
- Eliminate

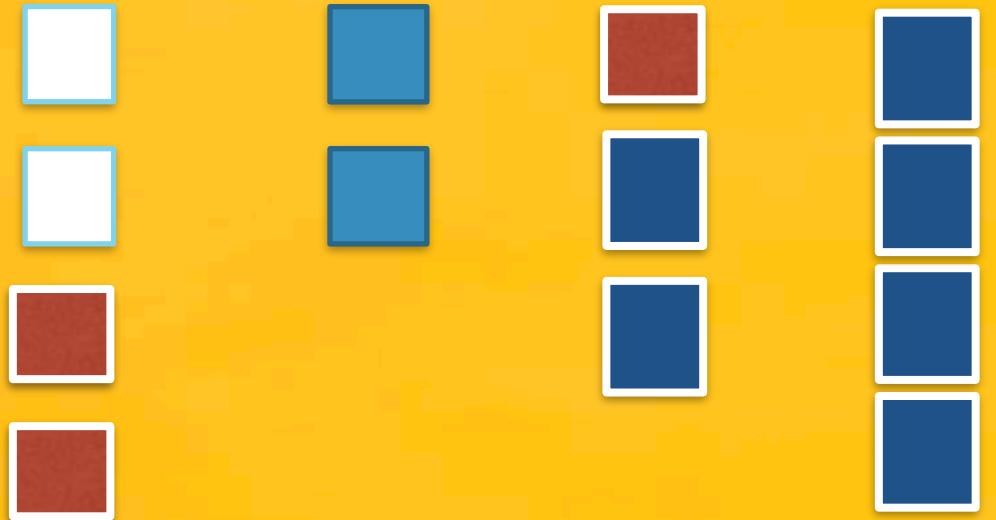


Two organization methods





The post-it note method



PowerPoint Method

1. Technical Writing Getting Started

2. Technical Writing Agenda

3. What is technical writing?

4. Types of technical writing

5. General Writing

6. Comparison

7. Similarity

8. There are no secrets to **SUCCESS**. It is the result of preparation, hard work, and learning from failure. — Collin Powell

9. Getting Started

10. Selecting a Topic

11. Selecting a Topic

12. Brainstorming

The slide numbered 12 contains a diagram of a mind map with the center node 'IDEAS' and several branches labeled: 'IDEAS', 'GROUP IDEAS', 'CONDENSE', and 'ELIMINATE'.



Outline Formatting

I.

A.

B.

1.

2.

- Roman numerals
- Capital letters
- Numbers
- Lower case letters

**Choose a
style and
apply
consistently**

II.



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Qualities of Good Outlines

- **Parallelism**

- Headings should have consistent structure

- **Coordination**

- Headings should have the same level of significance

- **Subordination**

- Subheadings should be more specific

- **Division**

- Headings should have at least 2 or more subpoints

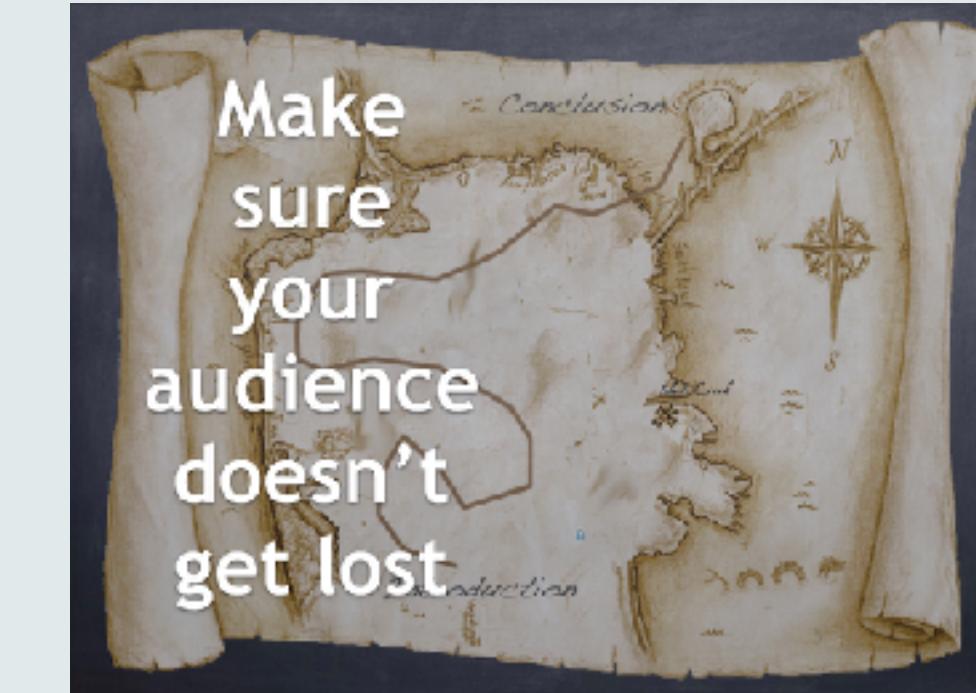


**Before
anything
else,
preparation
is key to
success.**

Alexander Graham Bell



FLOW



Preparing to Cite Sources in Speeches

- Acknowledge Source of Any Idea not Your Own
- Citing Your Sources Allows the Audience to...
 - Evaluate the Content
 - Increase its Perception of Your Credibility

Listing Sources

- Outline should include a bibliography of the sources
- This includes Books, Magazines, Newspapers, Web sites, etc.
- Primary versus Secondary sources

Recording Information and Citing Sources

- “According to an article about Japanese workers in last week’s Time magazine . . .”
- “In the latest Gallup poll cited in the February 10 issue of Newsweek . . .”
- “In a speech on business ethics delivered to the Public Relations Society of America last November, Preston Townly, CEO of the Conference Board, said . . .”

Preparing to Cite Sources in Speeches

- Citing Sources will Give Evidence of Your Research
- Failure to Cite Sources
 - Will be Plagiarism
 - Will Be Looked on as Unethical

Speech Outlines

- Introduction written as a paragraph
- Thesis Statement
- Outline of Body
- Conclusion written as a paragraph



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Introduction:

From my own personal experience inclusive education has been working well. I have worked with many special ed children from autism to down syndrome and all the children are mainstreamed into the regular classrooms. Working in this type of program with these children has inspired me to compile information on how well inclusion is working today in our schools. Inclusion may benefit a child's social interaction with society by learning to cooperate, patience, compassion and amongst other vital social interaction and a teacher perspective.

Thesis:

For a child with disabilities (ranging from autism to ADHD to down syndrome) life can be difficult, so when it comes to providing the right resources of education many families prefer to place their children in a inclusive education program.

I. What is inclusive education?

- A. When was it mandated? (act/law year)
- B. IDEA and FAPE
- C. 4 stages of inclusion (some inclusion, combined service model, to amed)
Mainstreamed)

II. How is it working in our schools?

- A. personal experience
- B. Why do families choose inclusion and how well is it working?
- C. Teachers perspective

III. Why is it important?

- A. Social development.
- B. Life skills for the future.
- C. Peer influence.

Conclusion:

Mainstreaming children with disabilities into the typical classroom has opened their door academically and socially. From my opinion I think a child should be included under the right circumstances, meaning that they don't cause any harm to children or educators. If we learn early on about children with disabilities society will be more accepting of people and their variations.

Other: Some information was found on these two web sites ed.gov/offices/osers/IDEA and www.includeourkids.com

Sample Speech Outline



**Before you
submit your
assignment**



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Outline Completion Checklist

- Have I used a standard set of symbols to indicate structure?
- Have I written the main points, and subdivisions as complete sentences?
- Do main points and major subdivisions contain a single idea?

Outline Completion Checklist

- Does each major subdivision relate to or support its major point?
- Does the outline include no more than 1/3 the total number of words in the speech?