

The outline portion of this assignment is worth 25 points. A minor issue (1m) will reduce the grade by 1 point, multiple minor issues (2m+) in the same area by 3 points, and major issues (M) by 5 points.

M	2m+	1m	Objective
			Professional
.	.	.	Written using a consistent, professional, 12 point font.
.	.	.	Outline is double-spaced.
.	.	.	Entries in the body are indented effectively and consistently.
.	.	.	Entries in the outline are numbered effectively and consistently.
.	.	.	Entries are free of distracting spelling or grammar errors.
			Topic Fit
.	.	.	Topic meets assignment objectives.
.	.	.	Topic is appropriate for the environment.
.	.	.	Topic is compelling and interesting for the target audience.
			Introduction
.	.	.	Attention Getter is present, effective, and placed first.
.	.	.	Relevance effectively connects the topic to the audience.
.	.	.	Credibility effectively shows speaker's expertise to the audience.
.	.	.	Thesis Statement is clearly stated.
.	.	.	Overview effectively previews main points (and only main points).
			Organization
.	.	.	Main Points are clearly and consistently organized.
.	.	.	Transitions are all present and effective.
.	.	.	Directional transitions are used between main points.
			Support
.	.	.	Main points support the thesis statement.
.	.	.	Supporting points are evidence that support main points.
.	.	.	Oral citations present for all supporting points.
.	.	.	Initial oral citations contain all necessary information.
.	.	.	Evidence for each main point is diverse in type, form, and source.
.	.	.	Entries display parallelism, coordination, subordination, & division.
			Conclusion
.	.	.	(Optional) Summary effectively reviews main points (only).
.	.	.	Thesis is clearly restated.
.	.	.	Clincher is present, effective, and placed last.
			References
.	.	.	References are present for all citations.
.	.	.	References have all information for APA format.
.	.	.	References are listed in APA format.
.	.	.	References are listed in alphabetical order.

Notes: Required information for initial citations includes creator, their credibility, publication date, source type, container title, work title, and (for quotations) page number. **Evidence with both citation and reference information missing is plagiarism.**