

Preparing to Participate

Name: _____

PREPARING TO PARTICIPATE Chapter 9: Outlining the Presentation

9.1 Knowledge

Why is outlining important?

9.2 Application

What would happen if you delivered a speech without constructing an outline? What parts do you think would be forgotten? How would this impact the audience?

9.2 Knowledge

Define preparation outline. List the seven guidelines for developing a preparation outline.

9.2. Application

Why is it important to use a consistent pattern of labeling and symbols? Why do you think it is important to write the preparation outline in complete sentences?

9.3 Knowledge

Define speaking outline. List the four suggestions in the text for developing a speaking outline.

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9.3 Application

What is the difference between a speaking outline and preparation outline? Why is it necessary to do both?
What happens if you put too much information on your speaking outline?