Outline Checklist

Preliminaries

____ Specific Purpose statement is shown at the top of the outline.
____ Central Idea statement is a clear declarative sentence, and placed at the top of the outline.

Introduction

____ Attention-Getter is present.
____ Credibility is clearly established.
____ Significance for speech is explained.
____ Central Idea is included.
____ If not summarized in the Central Idea, main points are previewed.

Body

____ Each Main Point obviously supports the central idea.
____ Each major sub-point obviously supports the main point.
____ Each support point serves its major sub-point.
____ Claim statements are supported with credible evidence.
____ All required evidence types and source types are present.

Conclusion

____ Main points are briefly summarized.
____ A reminder of the speech's importance is present.
____ The conclusion has clout and/or ties-back to the introduction.

Overall appearance

____ Major parts of the outline are labeled.
____ Appropriate symbolization is used.
____ Appropriate indentation is used.
____ Main points and major subpoints are complete sentences.
____ Bibliography is in the required format.
____ Connectives are indicated.