

# 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.