

Tips for effective presentational/keyword outlines

- Why use presentational/keyword outlines?
 - In most speaking situations, you will not have the opportunity to write out a full sentence outline. Practicing
- Consistently use keywords and/or phrases on the outline
 - Use full sentences sparingly (for things like important quotes)
 - Avoid using paragraphs or lots of full sentences
- Include source citations on the outline
 - Author and date (minimum) written out on the outline
 - Practice with qualifications of sources to use in your speech
- Make notes to yourself on outline
 - Reminders (“slow down,” “don’t forget to breathe”)
 - Use notes to inspire yourself (“you’re doing great”)
- Submit outline formats as requested by your instructor
 - Be sure to consult syllabus and/or assignment sheet to be submitting the proper outlines
 - Many instructors request both preparation (full sentence) and presentational (keyword)