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)