

LESSON 11 • OUTLINING SKILLS

Textbook Page 11

PROVING OUTLINES WITH MAIN TOPICS, SUBTOPICS, AND DETAILS

The Complete Three-Tier Sentence Proof: Suppose you wish to take more detailed notes on “How to Speak Effectively in Public.” DETAILS are shown as Arabic numerals (1, 2, 3) beneath SUBTOPICS (A, B, C). Prove each section by synthesizing the outline into complete, fluent sentences.

*How To Speak Effectively in Public (Part 1)***I. Put yourself in audience's place****A. Practice before friends****B. Watch yourself on video**

1. Did you pay attention
2. Did you like what you saw
3. Did you learn something worthwhile

*How To Speak Effectively in Public (Part 2)***II. Hold listeners' attention****A. Determine beforehand what audience needs**

1. Choose two or three major points
2. Give one or two examples to explain each point

B. Express main idea in one sentence near beginning**C. Make your eyes and hands work for you**

1. Let hands create necessary pauses
2. Use hands to punctuate and underline statements
3. Use eye contact to create a bond between speaker and listener

Practice Exercise: Fill in the Sentence Proof Blanks

6 Sentences • 20 Blanks • 20 Points

1. TO SPEAK EFFECTIVELY IN PUBLIC, (I) _____ and (II) _____.

2. TO SPEAK EFFECTIVELY IN PUBLIC, (I) _____, and (I. A) _____.

3. TO SPEAK EFFECTIVELY IN PUBLIC, (I) _____, and (I. B) _____; then, ask (I. B 1) _____, (I. B 2) _____, (I. B 3) _____?

4. To (II) _____, did you (II. A) _____, (II. B) _____, and (II. C) _____?

5. To (II. A) _____, did you (II. A 1) _____, and (II. A 2) _____?

6. To (II. C) _____, did you (II. C 1) _____, (II. C 2) _____, and (II. C 3) _____?

LESSON 11: PROVING THREE-TIER OUTLINES

Pedagogical Purpose & Complete Synthesis Mastery:

Lesson 11 is the master capstone of the outlining sentence-synthesis pedagogy. By systematically expanding each branch of the outline—from top-level main topics down through subtopics to specific detail questions—students learn how every granular note contributes directly to a cohesive expository speech or essay.

Verified Model Proof Sentences (20 Key Blanks)

✓ Standard Model

1. TO SPEAK EFFECTIVELY IN PUBLIC, (I) put yourself in audience's place and (II) hold listeners' attention.
2. TO SPEAK EFFECTIVELY IN PUBLIC, (I) put yourself in audience's place, and (I. A) practice before friends.
3. TO SPEAK EFFECTIVELY IN PUBLIC, (I) put yourself in audience's place, and (I. B) watch yourself on video; then, ask (I. B 1) did you pay attention, (I. B 2) did you like what you saw, (I. B 3) did you learn something worthwhile?
4. To (II) hold listeners' attention, did you (II. A) determine beforehand what audience needs, (II. B) express main idea in one sentence near beginning, and (II. C) make your eyes and hands work for you?
5. To (II. A) determine beforehand what audience needs, did you (II. A 1) choose two or three major points, and (II. A 2) give one or two examples to explain each point?
6. To (II. C) make your eyes and hands work for you, did you (II. C 1) let hands create necessary pauses, (II. C 2) use hands to punctuate and underline statements, and (II. C 3) use eye contact to create a bond between speaker and listener?

Teacher Diagnostic & Evaluation Notes:

- **Coordinate Mapping:** Each code directly identifies the outline address: (I) = Main Topic 1, (I. A) = Subtopic A under 1, (I. B 1) = Detail 1 under Subtopic B under 1.
- **Question Syntax:** Notice how Sentences 3, 4, 5, and 6 naturally form rhetorical self-evaluation questions, which is the exact cognitive process of speech preparation.
- **Credit Allocation:** Award 1 point per blank accurately filled (20 blanks total = 20 points).

Scoring Guide (Total: 20 Points):

- **Sentence 1 (2 pts):** Main Topics I & II.
- **Sentence 2 (2 pts):** Topic I & Subtopic I. A.
- **Sentence 3 (5 pts):** Topic I, Subtopic I. B, and Details 1, 2, 3.
- **Sentence 4 (4 pts):** Topic II and Subtopics II. A, II. B, II. C.
- **Sentence 5 (3 pts):** Subtopic II. A and Details 1, 2.
- **Sentence 6 (4 pts):** Subtopic II. C and Details 1, 2, 3.

Key Cognitive Skills:

- ☑ Three-tier hierarchical indexing
- ☑ Sentence synthesis from complex outlines
- ☑ Expository speech structural design