

LESSON 19 • OUTLINING SKILLS (LEVEL A)

PLACE MAIN TOPICS, SUBTOPICS, AND DETAILS IN OUTLINE FORM

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Directions: Outline the speech preparation process below. Follow the standard hierarchical form. Select the correct main topics, subtopics, and supporting details from the **Word & Phrase Bank** and write them neatly on the ruled lines.

WORD & PHRASE BANK 13 ITEMS

- Read for background and facts
- A beginning, to prepare audience
- Take notes
- A middle to discuss and support ideas
- What is the first step in its preparation
- What is the final step in its preparation
- Does topic suit the audience and the purpose
- Make a skeleton outline and gather information
- Rewrite and construct an outline with three main parts
- An ending to either summarize or make an appeal
- Choose a suitable topic
- Is there time to prepare speech
- Rehearse by speaking aloud

HOW TO PREPARE A SPEECH

- I. _____
- A. _____
1. _____
2. _____
- B. _____
1. _____
2. _____
- II. _____
- A. _____
1. _____
2. _____
3. _____
- B. _____

LESSON 19: MAIN TOPICS, SUBTOPICS, AND DETAILS (LEVEL A)

HOW TO PREPARE A SPEECH (MASTER OUTLINE)

- I. What is the first step in its preparation**
- A. Choose a suitable topic
 - 1. Does topic suit the audience and the purpose
 - 2. Is there time to prepare speech
 - B. Make a skeleton outline and gather information
 - 1. Read for background and facts
 - 2. Take notes
- II. What is the final step in its preparation**
- A. Rewrite and construct an outline with three main parts
 - 1. A beginning, to prepare audience
 - 2. A middle to discuss and support ideas
 - 3. An ending to either summarize or make an appeal
 - B. Rehearse by speaking aloud

 Cognitive Hierarchy & Rhetorical Logic

This lesson trains pupils in **process analysis** and **chronological grouping**. The speech preparation lifecycle is bifurcated into two major milestones:

- **Phase I (Initial Preparation)**: Topic selection filtered through audience/time constraints, followed by preliminary research and note-taking.
- **Phase II (Final Synthesis & Delivery)**: Structural refinement into classical rhetorical tripartite division (Introduction, Body, Conclusion) followed by vocal rehearsal.

 Common Misconceptions & Diagnostic Hints

- *Confusing Phase I and II*: Students often place "Rehearse by speaking aloud" under Phase I. Remind them rehearsal occurs only after the final speech is fully drafted.
- *Parallel Detail Placement*: The three rhetorical divisions (beginning, middle, ending) must be nested under "Rewrite and construct an outline", as they represent the internal anatomy of the speech draft itself.

Tier	Outline Element	Pedagogical Function & Rationale
I	What is the first step in its preparation	Main Topic: Covers all exploratory and preparatory work before actual speech delivery.
I. A	Choose a suitable topic	First sub-step: Determining the central theme.
I. A. 1–2	1. Does topic suit audience / 2. Time available	Two critical vetting criteria for topic suitability.
I. B	Make a skeleton outline and gather information	Second sub-step: Preliminary structuring and data acquisition.
I. B. 1–2	1. Read for facts / 2. Take notes	Two operational methods to harvest knowledge.
II	What is the final step in its preparation	Main Topic: Covers drafting the formal outline and verbal delivery preparation.
II. A	Rewrite and construct an outline with three main parts	Architectural phase: Organizing raw thoughts into classical rhetorical structure.
II. A. 1–3	1. Beginning / 2. Middle / 3. Ending	The three essential sections: Introduction (exordium), Body, Conclusion (peroration).
II. B	Rehearse by speaking aloud	Delivery practice: Practicing verbal pacing, pronunciation, and volume.