

Checklist for a Working Outline

- _____ 1. My topic, specific purpose, and thesis statement are clearly stated.
- _____ 2. I have listed the most important ideas about my topic as main points.
- _____ 3. I have no more than five main points.
- _____ 4. Each subpoint breaks its main point into more specific detail.
- _____ 5. My introduction contains attention-getting material, establishes my credibility, and previews my message.
- _____ 6. I have prepared transitions to use between the introduction and body, between each main point, and between the body and conclusion of my speech.
- _____ 7. I have revised my specific purpose, thesis statement, and preview as needed to reflect any changes in my working outline.
- _____ 8. I have made several revisions of my working outline to be sure my speech is well organized.