Name: _____

PREPARING TO PARTICIPATE
Chapter 9: Outlining the Presentation

(Student Preparation—Knowledge)	(Student Participation—Application)
9.1 Importance of Outlining Why is outlining important?	**9.1 Importance of Outlining** What would happen if you delivered a speech without constructing an outline? What parts do you think would be forgotten? How would this affect the audience?
9.2 Preparation Outline Define preparation outline. List the seven guidelines for developing a preparation outline.	**9.2. Preparation Outline** Why is it important to use a consistent pattern of labeling and symbols? Why do you think it is important to write the preparation outline in complete sentences?
9.3 Speaking Outline Define speaking outline. List the four suggestions in the text for developing a speaking outline.	**9.3 Speaking Outline** What is the difference between a speaking outline and preparation outline? Why is it necessary to do both? What happens if you put too much information on your speaking outline?