

Formal Sentence Outline Checklist

Introduction

- ___ It has an attention getter
 - ___ It works with topic
 - ___ It is appropriate for audience

- ___ relates topic to the audience
 - ___ refers to audience experiences, demographics or some aspect from the audience analysis survey OR
 - ___ highlights areas of common ground shared by the speaker and audience members

- ___ has a central idea/thesis
 - ___ It is one single sentence
 - ___ It supports the specific purpose
 - ___ It is persuasive in nature
 - ___ If necessary the topic is narrowed or defined for audience

- ___ has a preview of the main points
 - ___ It is one single sentence
 - ___ It is in the same order the main points are in the body of the speech

- ___ If necessary the speakers credibility is addressed

Body

- ___ Each main point supports the thesis statement
- ___ Each main point contains only one main idea
- ___ Each main point is supported by sub-points
 - ___ Each sub-point refers specifically to the main point it supports
 - ___ Each sub-point contains only one main idea
 - ___ Sub-points are more specific than the general main points
 - ___ Evidence is used within the outline to support claims (Usually evidence is the subpoint)

- ___ Any facts or ideas which are not common knowledge or personal experience are cited in the outline
- ___ Evidence is recent
- ___ Evidence is credible
- ___ Evidence chosen matches with the type of argument being made
- ___ All arguments, claims, examples, analogies, etc make sense
- ___ Sub-points are balanced
 - ___ No A without a B
 - ___ No 1 without a 2
 - ___ So on...

Conclusion

- ___ The conclusion restates the thesis
- ___ The conclusion contains a review of main points
- ___ The conclusion contains a summary idea/call to action
- ___ The conclusion does NOT introduce new concepts/ideas
- ___ The conclusion does not ramble
- ___ The conclusion does not end with- “that’s it”- or other such phrases

Work Cited Page

- ___ Work cited is on a separate page
- ___ It is in APA format
- ___ It matches the sources referenced in the outline

Other

- ___ Transitions are labeled between the introduction, main points, and conclusion
- ___ Please use FULL sentences- it’s easier to understand