

## WEBSITE OFFER #2 -- Full Content Outline to Key Word Outline to Delivery Notes

### REFER TO PAGE 179 OF DARE TO BE BRILLIANT NOW in PUBLIC SPEAKING, HOW TO WOW YOUR AUDIENCE

Below is an example of a full content outline taken from the book **DARE TO BE BRILLIANT NOW in PUBLIC SPEAKING, HOW TO WOW YOUR AUDIENCE**, page 179 – 180. As promised in my book, here is this example of breaking down your Full Content Outline to Key Word Outline to Delivery Notes.

### FULL CONTENT OUTLINE

TOPIC: Prison Reform

#### INTRODUCTION

A. Attention-Getter: Hello! It is so great to be here today with you all!

1. Prison reform is a topic close to my heart. Why? I served as a public health nurse for over 10 years, as a home visitor. I walked into people's homes and became a part of their furniture: non-judgmental, and something to rest on and give them support.
2. Many of my clients were drug addicts. I remember one home visit where the pot smoke was so heavy that I had to leave the visit. I advised that they should definitely air out the room prior to my next visit! (HOLD FOR LAUGHS) And yes, since there were children in the home, I advised my community partners of this environment.
3. This person's drug use extended beyond marijuana. A police search revealed the use and sale of drugs from the home.
  - a. The children were ripped out of their home, and it was so terrifying for them. And that is another speech!
  - b. The parent... taken to jail. Charges were proven, and the addict was sentenced to prison.

Transition: Is this the right choice? An addict is already caught in the prison of their mind—a prison they cannot escape on their own. Do they need another set of walls to imprison them? NO!

B. **Thesis:** Drug addicts should be sent to drug rehabilitation rather than prison.

C. Main Points

Transition: PAUSE, THEN SAY, "I offer three points":

1. Prisons
2. Disease
3. Healing

Transition: How many of you have been in a....

## END OF FULL CONTENT OUTLINE

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Next is an example going from the full sentence outline above (and contained in the book); and breaking it down into an abbreviated key word outline below.

The purpose of this Key Word Outline is to demonstrate how to eliminate words from the full sentence outline; in order to get closer to the Key Word Delivery Notes.

This outline probably would not “pass” as an acceptable preliminary submission due to its glaring lack of detail. But who is submitting? The details are above and they can be added as memory needs. We are working toward delivery notes.

THIS IS IMPORTANT: ALWAYS use the exact same words for your thesis on each delivery card.

ALWAYS use the exact same words for your main point heading.

## KEY WORD OUTLINE

Attention-Getter

1. Prison Reform near my heart
  - a. PHN HV
  - b. Furniture
2. Some clients were drug addicts
  - a. HV pot smell.
  - b. Report
    - 1) Children removed
    - 2) Another Speech
3. Parent to jail -- Prison

TRANSITION Another set of walls on top of addiction

THESIS: Drug addicts should be sent to drug rehabilitation rather than prison.

TRANSITION: I offer three points

1. PRISONS
2. DISEASE
3. HEALING

TRANSITION: How many of you have ever been in a ...

## END OF KEY WORD OUTLINE EXAMPLE

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Now take your key word outline and put the most important KEY WORDS, words that jog your memory, on index cards as WORKING Delivery Notes.

Note the word “working”: During your rehearsal sessions you will continue to edit your working delivery notes as part of the polishing process: using fewer words; adding some words; adding some new ideas; changing your speech organization. This is all part of speech writing. While practicing my speech aloud, I have changed my speech organization, my thesis, even my topic

Your notes, on your notecards, serve as a memory jogger only. You are speaking your speech, not reading; so don't put word-for-word, verbatim, your key word outline.

EXCEPTION always put verbatim your Thesis Statement and your Main Point Headings. These are your important landmarks for you and your audience. They need to stay exactly the same to avoid confusion.

Depending on the size of the index cards you use, the amount of content /words on each card varies. And how many notecards you will need varies, too. It is advisable to number your notecards, or put them on a ring, in case you drop them.

Here's your example of delivery notecards based on the key word outline above.

## **DELIVERY NOTES**

### **CARD ONE**

Intro AG

Prison = heart. PHN > 10 yrs. Furniture.

DRUG addiction. Pot smoke = sick= air out b4

### **CARD TWO**

Reports

- kids gone
- another speech.

PARENTS = prison;

- PRISON for drug charge and
- already in THE PRISON OF ADDICTION.

### **CARD THREE**

Tr: Adding wall of prison over the wall of addiction does not lead to healing.

*(PAUSE, WALK AND TURN, THEN...*

**THESIS Drug addicts should be sent to drug rehabilitation rather than prison.**

## **CARD FOUR**

“Why, you say?” slight PAUSE, THEN SAY,

“3 points

1. Prisons

2. Disease

3. Healing

Transition: How many of you have been in a...

## **End of Delivery Note example**

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