

SPE103 Oral Communication – Presentation Outline Samples

Weak Outline Sample

The following outline is unacceptable and would receive a failing grade. It has no details, no strategy or speaking plan, and no supporting evidence.

Introduction: Learning how to perform CPR is as easy as knowing your ABCs

Body:

Main point #1: Airway

Main point #2: Breathing

Main point #3: Circulation

Conclusion: If you follow your ABCs, you can be a real life-saver.

Minimal Outline Sample

The following outline is minimally acceptable and would get a grade of no more than C. While an outline like this is not the best one to turn in for an outline in this class, it may be useful to actually deliver a speech from such a “speaking outline,” once you are very familiar with the much more detailed formal outline.

Introduction:

Attention-getting introduction: Imagine finding someone lying on the ground who was not breathing. Would you know what to do to save them? I can teach you easy steps for performing CPR.

Body:

Main Point #1: Airway

- A. Tilt head back
- B. Look
- C. Listen
- D. Feel

Main Point #2: Breathing

- A. Close nose
- B. Open mouth
- C. Blow air

Main Point #3: Circulation

- A. Check pulse
- B. External chest compressions

Conclusion: If you follow your ABCs, you will be a real life-saver.

Exemplary Outline Sample

Following the format for a “best practices” formal outline like the one below would not only likely earn an A for the assignment, but it would be of the most use to you in helping you practice your presentation for optimal delivery. Note that some parts in the introduction and conclusion are written verbatim and that each main point contains supporting material that is also written in complete sentences. References to cited material from credible outside sources are included and formatted using the APA guidelines. Transitions are provided as well.

Title: The ABCs of CPR

Specific Purpose: To inform my audience of the simple steps needed to properly perform CPR

Audience: General audience

Organizational Pattern: Sequential design

I. Introduction:

- A. *Attention-getting introduction:* Imagine walking down the street and you see someone collapse. You approach them and notice that they are not breathing. This person needs CPR.
- B. *Thesis statement:* Although it may seem complicated or scary, knowing how to perform CPR is as easy as ABC.
- C. *Establish credibility:* I became certified in CPR five years ago and am confident to share this important information with you here today.
- D. *Preview the Body:* Today, I will inform you of how to perform CPR by teaching you the ABCs of CPR – A is for airway, B is for breathing, and C is for circulation.

Transition from Introduction to Main Point #1: To begin performing CPR, the first thing you have to do is check the victim’s airway.

II. Body:

- A. *Main point #1:* A is for Airway.
 - 1. According to the Mayo Clinic website, (2014) you will need to clear the victim’s airway.
 - a. To do so, push down on the victim’s forehead with one hand.
 - b. With the other hand, gently lift the victim’s chin and tilt their head back.
 - 2. After opening the airway, there are several signs that you should check for.
 - a. Look to see if the victim’s chest is moving.
 - b. Listen for the sound of breathing.
 - c. Feel for their breath on your cheek.

Transition from Main Point #1 to Main Point #2: If there are no signs that the person is breathing on their own, you will need to move onto the next step of CPR.

B. Main Point #2: B is for Breathing.

1. If the person is not breathing, you should use the mouth-to-mouth technique of rescue breathing.
2. Begin by securing the victim's head in your hands.
 - a. Using the hand that you have placed on the victim's forehead, pinch the victim's nose shut.
 - b. Continue using the other hand to keep the person's chin lifted up.
3. Once the head is secure begin breathing into the victim's mouth.
 - a. Make sure to form an airtight seal with your mouth on the victim's mouth.
 - b. Immediately give two full breaths into the victim's mouth (American Red Cross, 2014).

Transition from Main Point #2 to Main Point #3: After breathing into the victim's mouth, you will need to move on to the final step in the CPR process.

C. Main point #3: C is for Circulation.

1. You will need to find the victim's pulse to see if their heart is still beating.
 - a. Use the hand that you were using to lift their chin and find the victim's Adam's apple.
 - b. Place the tips of your fingers against their Adam's apple and feel for a pulse.
2. If you cannot find a pulse, you will need to provide artificial circulation.
 - a. External chest compression is a form of artificial circulation.
 - b. Performing artificial circulation will force the heart to pump blood.
3. There are several things you need to do in order to perform external chest compressions properly.
 - a. Make sure to kneel besides the victim's chest.
 - b. Use your middle and index fingers to find where the bottom rims of the victim's two rib cages meet.
 - c. Put the heel of one hand on the victim's breastbone.
 - d. Place your other hand on top of the first one.
 - e. With your shoulders facing directly over the victim's sternum, press down on the victim's chest while keep your arms straight.
4. According to the American Heart Association (2010), you should apply compressions at a rate of at least 100 compressions per minute.
5. Continue this routine until the person begins breathing on their own or a medical professional arrives to help.

Transition from Main Point #3 to Conclusion: As you can see, performing CPR is as easy as ABC.

III. Conclusion:

- A. *Summarize main points:* If you remember that A is for airway, B is for breathing, and C is for circulation, you will be successful in performing CPR.
- B. *End with memorable fact or statement:* With just three simple steps, you now have the tools to be a real life-saver.

*****Do not forget to include a reference page at the end of your outline which includes the list of all the outside sources that you have cited in your outline*****