**Chapter 10: Outlining your speech**

**Discussion Questions**

1. Create a five-minute speech of introduction to a person that you admire. Create a full sentence outline and a key word outline.
2. Why is it important to include internal summaries and previews in addition to basic transitions in a speech?
3. What are the disadvantages of using a full sentence outline when delivering a speech?
4. How is a full sentence outline different from a full speech manuscript?
5. How does the working outline compare to an extemporaneous outline?
6. Respond to the following statement: “A full sentence outline is unnecessary in the speechmaking process.” An extemporaneous outline can be created without the presence of a full sentence outline.
7. Can an extemporaneous outline contain information that full sentence outline doesn’t contain? Explain.