

Name:

Instructor:

Course:

Due:

Speech Outline

Fill out the template for your speech. Feel free to fill and/or extend the space to meet the needs of your specific speech. This document needs to be word processed and fleshed out so that it has real substance in thought and organization. **REMEMBER TO USE COMPLETE SENTENCES** in logical places and for clarity! You must submit a copy of your outline prior to the delivery of your speech. You may use this outline to create speaking note cards from which to delivery your speech. No manuscripts are permitted. Remember the Introduction, Body, and Conclusion sections of this outline can easily create notecards to aid you as a delivery tool.

I. Planning

A. Speech Topic: **The history of computing and why using Microsoft Windows is dangerous.**

B. Audience Analysis: (This section should be a few sentences long/paragraph and your response should indicate a true attempt at **identifying your audience's demographics/traits/characteristics** and their connection to your topic.)

I will be presenting to a group of engineers. While there will be some degree of technical knowledge, most students likely will not have a deep understanding the history of computing. I will provide this background as part of the story component.

C. Purpose Statement: (inform, persuade, introduce, commemorate, celebrate, explain, teach)

Fill out these statements...

1. General: "To ..." inform

2. Specific: (remember this includes the general purpose, specific focus/objective, and the audience)

"To inform about telemetry took over Windows and how every move is being monitored.

D. Organizational Method or Logical Pattern: Types: Chronological, Problem Solution (pick from those below)

- *Chronological*
- *Topical*
- *Spatial*
- *Comparison/Contrast*
- *Problem-Solution*
- *Problem-Cause-Solution*
- *Cause-Effect*
- *Recency*
- *Primacy*
- *Monroe's Motivated Sequence*

II. Introduction – (Tell exactly what you will do and say.)

A. Greeting and Attention getter:

Everyone get out your laptops.

B. Thesis Statement/Central Idea:

- a. Windows is full of dangerous, and frankly unnecessary spyware

C. Credibility (why are you the expert):

D. Outline of main forecasted points – overview:

E. Why your audience should listen?

Since most people are using windows, this topic concerns their privacy

III. The Body – Write out your transition sentence and then complete the chart with key words, phrases, and citations (if needed) to construct the important body thoughts for your speech.

A. "Transition Sentence":

B. Main points and ideas: (This chart will expand so flesh out the components. You can add additional rows as needed.)

Main Ideas	Supporting Ideas	Details & Examples	Citations (Derived Credibility)	Visuals (Thumbnail images or descriptions)
A brief history of computing	<ul style="list-style-type: none"> • Etymology of "Computer" • Early accounting • Etymology of "Computer" • Early accounting • Mechanical computers 	Computing occupation, The abacus, accounting in ancient culture, the astrolabe and the analytical engine	History of Computing - Wikipedia	
A brief history of Microsoft	<ul style="list-style-type: none"> • Bill Gates Early Life • MITS and Early Microsoft • MS/DOS, Win95 and IE • The Antitrust 	Bill Gates born, High School Success, MS BASIC, Harvard Dropout, Early operating systems, early internet. Netscape	Hard Drive Biography of Bill Gates	

	Suits	and Opera		
Available options beyond windows	<ul style="list-style-type: none"> • What is open source? • Strengths of open source 	Audit and verify legitimacy of a program. Bugs are fixed by a large community of volunteer developers	Personal Experiences, and Telemetry analysis	

IV. The conclusion(Tell exactly what you will do and say.)

A. Transition Sentence:

As you can see, there is a lot of bloat on your computer today.

B. Restatement of main points:

Computing evolved from standalone systems to shared systems to personal systems to monitored personal systems.

C. Closer/Wow:

Take back your computer, go open source, or at the very least, uninstall the spyware.

If required (definitely required for Informative, Technical, and Persuasive speeches)

D. Works Cited in MLA format (please list the sources you used for this speech – research is **required for Informational, Persuasive, and Technical Speeches**):

Works Cited

Channel, The PC Security. "Has Windows Become Spyware?" 29 January 2023. YouTube. 17 February 2023

<https://www.youtube.com/watch?v=IT4vDfA_4NI&t=427s>.

History of Computing Hardware. 22 February 2023. 22 February 2023

<https://en.wikipedia.org/wiki/History_of_computing_hardware>.

Wallace, James. Hard Drive: Bill Gates and the Making of the Microsoft Empire. Wiley, 1992.

E. Works Consulted in MLA format (please list the sources you may have read but not cited that could have influenced this speech. Make sure to list the online resource chapter you were provided with in your readings from *The Philadelphia Guide to Public Speaking*):