

2019

Oral Communication: Sample Speech Outlines & Bibliographies

Amy Wassing
amy.wassing@csusb.edu

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Department of Communication Studies

Requirements for COMM 120

Oral Communication

Sample Speech Outlines

Submitted 2019

Appendix A OUTLINE SAMPLES (APA)

FULL SENTENCE OUTLINE

- I. The Maine Coon cat has a personality that is quite unique.
 - A. According to the article “Maine Attraction” published in *Cat Fancy Magazine*, “Often called ‘Gentle Giants,’ Maine Coons are known to accept people and activities with easy-going grace. Affectionate and social, they love to be near their owners, play fetch and can be taught to stroll on a leash” (Newton-Doyle, 2000, p. 47).
 - B. They are known to be intelligent, playful, and cuddly, and they are particularly tolerant of other animals, especially dogs.
 - 1. The Maine Coon Cat has been described as the “dog lover’s cat” because of their temperament.
 - 2. They are playful, extremely affectionate, and love to help with household activities.

KEYWORD OUTLINE

- I. Unique personality.
 - A. “Maine Attraction” *Cat Fancy Mag*, “Often called ‘Gentle Giants,’ Maine Coons are known to accept people and activities with easy-going grace. Affectionate and social, they love to be near their owners, play fetch and can be taught to stroll on a leash” (Newton-Doyle, 2000, p. 47).
 - B. intelligent, playful, & cuddly, tolerant of other animals, especially dogs.
 - 1. “*dog lover’s cat*” = temperament.
 - 2. Playful, affectionate, household activities

Appendix B

OUTLINE SAMPLES (MLA)

FULL SENTENCE OUTLINE

- I. The Maine Coon cat has a personality that is quite unique.
- A. According to the article “Maine Attraction” published in *Cat Fancy Magazine*, “Often called ‘Gentle Giants,’ Maine Coons are known to accept people and activities with easy-going grace. Affectionate and social, they love to be near their owners, play fetch and can be taught to stroll on a leash” (Newton-Doyle 47).
- B. They are known to be intelligent, playful, and cuddly, and they are particularly tolerant of other animals, especially dogs.
1. The Maine Coon Cat has been described as the “dog lover’s cat” because of their temperament.
 2. They are playful, extremely affectionate, and love to help with household activities.

KEYWORD OUTLINE

- I. Unique personality.
- A. “Maine Attraction” *Cat Fancy Mag*, “Often called ‘Gentle Giants,’ Maine Coons are known to accept people and activities with easy-going grace. Affectionate and social, they love to be near their owners, play fetch and can be taught to stroll on a leash” (Newton-Doyle 47).
- B. intelligent, playful, & cuddly, tolerant of other animals, especially dogs.
1. “*dog lover’s cat*” = temperament.
 2. Playful, affectionate, household activities.

Appendix C

SAMPLE BIBLIOGRAPHIES (APA/MLA)

APA SAMPLE

References

Collete, S. (2014, March 15). Quotes about cats. *Goodreads*. Retrieved from

<https://www.goodreads.com/quotes/tag/cats?page=2>

Cunningham, L., Diaz, J. M., Genovese, J., & Johnston, V. (2003, December 31). The Maine

Coon: Cat breed FAQ. *Cat Fanciers Chat*. Retrieved from <http://fanciers.com/breed-faqs/maine-coon-faq.html>

Daly, C. H., & Davis, K. L. (2006). *Maine Coon cats: A complete pet owner's manual* (2nd ed.). Hauppauge, NY: Barron's Publishing.

Newton-Doyle, J. (2000, December 1). Maine attraction. *Cat Fancy Magazine*, 5, 45-49.

MLA SAMPLE

Works Cited

Collete, Sidonie-Gabrielle. "Quotes about cats." *Goodreads*. Web. 15 March 2014.

Cunningham, Laura, et al. "The Maine Coon: Cat breed Faq." *Cat Fanciers Chat*. Web. 31 December 2003

Daly, Carol, and Karen Leigh Davis. *Maine Coon Cats: A Complete Pet Owner's Manual* (2nd ed.). Barron's Publishing, 2006.

Newton-Doyle, Jennifer. "Maine attraction." *Cat Fancy Magazine*, 1 December 2000, pp. 45-49.

Appendix D

Complete Outline (Full Sentence APA)

Maine Coon Cats

First Name Last Name

California State University, San Bernardino

Title: Maine Coon Cats

General Purpose: To inform

Specific Purpose: To inform my audience about Maine Coon cats.

Central Idea: Maine Coon cats are the largest pedigreed cat and they have a fascinating history, cool physical characteristics, and awesome social personalities.

Introduction

- I. By a show of hands, how many of you own a cat?
 - A. I own a cat.
 - B. In fact, I have three cats and they are all the size of a bobcat!
- II. In my spare time, I show Maine Coon cats which are one of the largest pedigreed cats.
- III. Maine Coons have a fascinating history, cool physical characteristics, and awesome social personalities.

Transition: Let's start with the history of the cats.

Body

- I. The Maine Coon Cat has some interesting stories about its origin.
 - A. According to the FAQs page on the Maine Coon Cat Breeders website (2003), "A widespread (though biologically impossible) belief is that it originated from a mating between semi-wild, domestic cats and raccoons. This myth, bolstered by the bushy tail and the most common coloring (a raccoon-like brown tabby), led to the adoption of the name 'Maine Coon'."
 - B. Another myth tells of wild bobcats mating with feral domestic cats because of the ear furnishings and lynx-style tips.
 - C. A current theory proposes longhair cats were introduced to the New World by sailing ships of the Vikings or Queen Marie Antoinette who had her pet cats moved to Maine as she made her escape during the French Revolution.

D. Whatever the origin, the Maine Coon cat is known to be the oldest natural breed in North America.

1. The Maine Coon is generally regarded as a native of the state of Maine.
2. It is the official Maine State Cat.

Transition: Now you know the possible origins of the cats, so let's talk about the characteristics next.

II. The Maine Coon cat's physical characteristics are the genetic result of the extremely harsh living conditions in New England.

A. According to the 2006 book, *Maine Coon Cats: A complete Pet Owner's Manual* by Carol Daly, D.V.M. and Katherine Davis, "There is something very special about this breed. They're very practical. Maine Coon cats are fur-bearing packages of New England spirit. They are as sensible as a good warm coat and boots. In fact, it is my opinion that if L.L. Bean sold cats, they'd sell Maine Coon cats" (p. 47).

1. The Maine Coon cat is known for its size because it is taller and longer than most cats.
2. The adult, neutered Maine Coon cat can weigh up to 20-25lbs.
 - a. Females typically average 9-16 pounds at maturity.
 - b. Males tend to average 12-18 pounds at maturity.

B. The Maine Coon cat has a long, shaggy coat that lies close to the body.

1. They also have a bushy tail which serves as a snug scarf when they curl up.
2. Additionally, they have tufted paw pads that act as snowshoes making it easier for them to get around in harsh winter climates.

C. Another cool characteristic are its large ears with furry tufts and "lynx tips" on top. Some scientists believe the tufts act like a cat's whiskers and helps them navigate.

- D. The Maine Coon cat also has a relatively long, square muzzle which is different from most domestic cat breeds.

Transition: Now that you understand the physical characteristics, I will tell you about their personalities.

III. The Maine Coon cat has a personality that is quite unique.

- A. According to the article “Maine Attraction” published in *Cat Fancy Magazine*, “Often called ‘Gentle Giants,’ Maine Coons are known to accept people and activities with easy-going grace. Affectionate and social, they love to be near their owners, play fetch and can be taught to stroll on a leash” (Newton-Doyle, 2000, p. 47).
- B. They are known to be intelligent, playful, and cuddly, and they are particularly tolerant of other animals, especially dogs.
 - 1. The Maine Coon Cat has been described as the “*dog lover’s cat*” because of their temperament.
 - 2. They are playful, extremely affectionate, and love to help with household activities.
 - 3. Unlike most domestic cats, Maine Coons tend to like water and have even been known to play in it just like a dog.

Transition: In conclusion, Maine Coon cats are awesome pets.

Conclusion

- I. Today I have shared with you the history, characteristics, and personality traits of the Maine Coon cat.
- II. As an added fun fact, your furry friend will most likely be around for several years since the current Guinness Book of Records holder is a Maine Coon cat who is 26 years old!
- III. Sidonie-Gabrielle Colette, a French novelist from the early 1900s, once said, “There are no ordinary cats,” and Maine Coon’s certainly aren’t ordinary.

References

- Collete, S. (2014, March 15). Quotes about cats. *Goodreads*. Retrieved from <https://www.goodreads.com/quotes/tag/cats?page=2>
- Cunningham, L., Diaz, J. M., Genovese, J., & Johnston, V. (2003, December 31). The Maine Coon: Cat breed FAQ. *Cat Fanciers Chat*. Retrieved from <http://fanciers.com/breed-faqs/maine-coon-faq.html>
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- Newton-Doyle, J. (2000, December 1). Maine attraction. *Cat Fancy Magazine*, 5, 45-49.