OUTLINE

I. Introduction
   A. Everyday, of every week, of every month, somewhere, a person dies because he or she lost too much blood in an accident.
   B. Often these lives could be saved if someone on the scene knew first-aid.
   C. There are three methods of controlling blood loss: direct pressure, arterial pressure, and the tourniquet.

II. Body
   A. Direct pressure with elevation may be used to halt minor blood losses.
   B. Direct pressure to supplying vessels, known as arterial pressure, can control greater blood flows.
      1. brachial
      2. femoral
   C. Tourniquets should be applied ONLY in extreme emergency situations when all else has failed.
      1. don’t release once it has been applied
      2. note when tourniquet was applied (write on it or on forehead)

III. Conclusion
   A. In closing, let me again emphasize, there is no reason for so many people to die each year.
   B. Common first-aid procedures can be effective in control of blood loss.
   C. Be a lifesaver; know first-aid.
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HOW ARE THE MAIN IDEAS ARRANGED?

• Chronological
• Topical
• Spacial (Spatial)
• Causal
• Problem-Solution
• Comparison/Contrast
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SAMPLE OUTLINES

• Available on-line on through School of Liberal Arts web page

• Available on Reserve at the Library—ask at front desk. It’s on Mr. Guthrie’s reserve shelf.
PURPOSES OF INTRODUCTION

• GAIN ATTENTION
• ORIENT AUDIENCE
Attention Getting Devices

• Begin with Reference to the Audience
• Begin with Reference to the subject
• Begin with Reference to the Occasion
Attention Getting Devices

• Begin with a Personal Reference
• Begin with a Startling Statement/Analysis
• Begin with Examples
• Begin with Humor
More Attention getting Devices

• Begin with a Quotation
• Begin with a Definition
• Begin with a Justification of the Speech
• Begin with a Question
Orienting Your Audience

• Statement of purpose & position
• Indicate Exclusion
• Define Key Terms
• Offer Background Information
Orienting Your Audience

• Offer Analysis
• Offer Acceptable First Premises
• Preview the Body
Purposes of a Conclusion

• Refocus Audience on Speech
• Indicate Finality
• Leave your audience in a Particular Mood
Concluding Devices

• End with a Quotation
• End with a Challenge
• End with an Appeal
• End with Startling Information
More Concluding Devices

• End with a Summary
• End with an Example
• End with Humor
• End with answering the Question you Asked in the Beginning