

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