'the tool'-communication4hackers

thinking about communication from a hacker's perspective

getting from **IDEA** to **DELIVERY**

OUTLINING

The outline is the framework of your idea. Much like a flow diagram or an architectural plan used before building, it's necessary to put the ideas in the right order. Remember that your outline has to have major points, significant details and a solid closure.

1. threading a story

- ➔ Who is my audience?
- ➔ What is the key message? **(one sentence)**
- ➔ Where will I be delivering my message?
- ➔ When is action required?
- ➔ Why is this message important?
- ➔ How will the audience react to my message?

☐ I DID THIS

2. what are you telling me?

- ➔ What is the key message?
- ➔ Elaborate on the key message with (point-form) argument statements
- ➔ What is the concluding statement?

☐ I DID THIS

3. tell me!

For each argument statement:

- ➔ what is the detail of the statement?
- ➔ why is this important?
- ➔ who agrees with the argument?
- ➔ who disagrees with the argument?

☐ I DID THIS

4. tell me what you told me!!!

Restate your message, your argument statements and your conclusion – **in different words!**

☐ I DID THIS

BETA