Outline Assignment

Your Name

American InterContinential University

Date of Submission

Outline

For this Submission Assignment, you must create an outline to begin preparation for an oral presentation of 5–8 minutes that you will be delivering live during Unit 4. The outline will require researching a topic of professional or career interest and organizing the beginning structure of your presentation. Use [this template](http://resources.careered.com/LCMSFileSharePreview/Resources/MSWordDocument/PRES111_U2_Submission_Outline_Template.docx) to generate your individual outline for the assignment.

Introduction: Lights! Camera! Action! The interview can be a stress-enhancing event for many people; however, with these interview tips, the interview can become an engaging and lively communicative interaction.

Thesis: Interviews can be daunting for many, but understanding the importance of the first impression, body language, and dressing for success can mean the difference between a good and a great interview!

1. First impression
2. The first 2 minutes of a job interview are most important (Smith, 2011).
	1. If all candidates are on equal standing in terms of education and experience, the first impression can mean the difference in obtaining a job offer (Smith, 2011).
	2. First impressions are lasting impressions in the eyes of an interviewer.
	3. First impressions include fluent verbal communication (Pandey & Pandey, 2014).
3. [Second supporting information for the sub-topic]
4. [Detail of the information]
5. [Detail of the information]
6. Body language is vital to effective communication during an interview.
7. [First supporting information for the sub-topic]
8. [Detail of the information]
9. [Detail of the information]
10. [Second supporting information for the sub-topic]
11. [Detail of the information]
12. [Detail of the information]
13. How to dress for success for an interview to improve hiring opportunities.
14. [First supporting information for the sub-topic]
15. [Detail of the information]
16. [Detail of the information]
17. [Second supporting information for the sub-topic]
18. [Detail of the information]

[Detail of the information]

Conclusion

**References**

Pandey, M., & Pandey, P. (2014). Better English for better employment opportunities. *International Journal of Multidisciplinary Approach and Studies, 1*(4), 93-101.

Smith, D. M. (2011). Social media today. *Journal of Business, 23*(33), 45-56.

**Checklist**

1. The outline

The introduction states the main topic or idea of the outline, and the conclusion summarizes it.

Each sub-topic describes the main idea for a paragraph.

Supporting information and details for a sub-topic are listed under the sub-topic, with each piece of information listed separately.

When supporting information is listed under a sub-topic, there are at least two pieces of information listed. If there is only one piece of information to support a sub-topic, the information is included in the sub-topic.

References

Every source has a specific reference in the outline. Include only the sources that are mentioned in the outline.

Each entry follows the correct format for the type of reference.

Entries are listed in alphabetical order, according to the author’s last name.