

Proclamation: How Do I Communicate Effectively?

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I. OUTLINING THE STUDY An Overview

1. Pray.
2. Let your exegesis drive and determine the outline.
3. Have as many major points as the text naturally demands (locate the seams).
4. Make sure major points and subpoints arise clearly and naturally out of the text. Be able to see your outline in the text.
5. State your points in the present tense and complete sentences. Be clear, concise and true to the text.
6. Make your points the application of the message. (Let them inform, instruct and inspire your people as to what they should do.)
7. Make sure your major points connect with the title and the MIT and MIM.
8. Make sure your subpoints connect with the major point they support.
9. Do not overload your people with more than they can intellectually digest! (Teaching outlines are a great idea.)
10. Cover and fill the skeleton of your outline with the meat and marrow of the exegesis.
11. Write out your study merging all aspects of your preparation with a view of exalting our Lord and edifying your audience here and now.
12. Practice reading your text repeatedly and out loud. Remember: it is a sin to read God's Word poorly.

A. SOME GENERAL OBSERVATIONS FOR EFFECTIVE OUTLINING OF THE BIBLICAL TEXT:

1. Use complete sentences not single words or phrases.
2. Use, when possible, a key word or phrase to assure consistency in division statements.
3. Craft your statements so that they stand alone as universal principles.
4. Follow a logical progression of thought in the arrangement of the division statements.
5. Use present tense, contemporary language suitable for the audience you address.
6. State your division statements as sound theological principles which encourage faith in the hearer.
7. If additional development is needed under a particular point, do so but make it simple.
8. Outline the text with your audience in mind.
9. Do not let the points stray from the main thesis.
10. Alliteration is O.K. for some, but is not a requirement for effective teaching or preaching.

B. WHY IS OUTLINING IMPORTANT?

1. It is important because it is foundational for effective communication.
2. It is important because it is helpful for understanding.
3. It is important because the human mind seeks unity.
4. It is important because the human mind seeks order.
5. It is important because it helps us know how we have gotten where we are and where we want to go.
6. It is important because it helps you gain a proper perspective on the text you are studying.
7. It is important because it helps us discover the pattern, order or logic of the original author.
8. It is important because it helps us isolate the main idea of the original author.
9. It is important because it helps us identify the main points or thoughts (different from the main idea) in the text and the subpoints which explain and amplify the main points or thoughts.

A SIMPLE GUIDE FOR GOOD OUTLINING

- I. A well-developed outline has structure.
 - A. The main points are the central ideas designated by the Roman numerals I, II, III, etc.
 - B. Subpoints are the points that explain the main topics designated by Arabic #'s 1,2,3.

They are subordinate to the main point either amplifying , supporting, or illustrating the main point.
 - C. Outlining beyond this stage is usually too detailed.
- II. The passage outline should honor the strategy of the original author.
- III. An effective outline deals with complete ideas and not partial thoughts or fragments.
 - A. Each point in the outline should be a complete sentence.
 - B. Usually you should use declarative or imperative statements instead of questions when outlining. The point of the outline is to explain and apply the text not develop questions. However, there are legitimate exceptions to this principle.
 - C. Each point should be a single idea most of the time. Avoid the use of compound and complex sentences.
- IV. Each main point will usually have at least two sub-points most of the time. [This is not a hard, fast rule.]

II. EIGHT ESSENTIALS FOR EFFECTIVE COMMUNICATION

(Adapted from Bert Decker's *You've Got To Be Believed To Be Heard*, pgs. 86-149)

I. Eye Communication.

1. Use Involvement Rather than Intimacy or Intimidation.
2. For Effective Eye Communication, Count to Five.
3. Beware of Eye Dart.
4. Beware of Slo-Blink.
5. Get Video Feedback.
6. Practice

II. Posture and Movement

1. Stand Tall.
2. Watch Your Lower Body.
3. Get in the "Ready Position."
4. Move.

III. Dress and Appearance

1. Be Appropriate.
2. Dress and Groom at the Conscious Level.
3. Button Your Jacket if Wearing One.
4. Get People Feedback.
5. Be Observant.
6. Test Out Your First Two Seconds.

IV. Gestures and Smile

1. Find Your Nervous Gesture, And Stop Making It.
2. You Can't Overexaggerate [usually].
3. Smile, and Find Out Which "Third" You Are In.
4. Lift Your Apples.
5. Your Smile Affects You.
6. Caution: Phony Smiles Don't Work.

V. Voice and Vocal Variety

1. Make Your Voice Naturally Authoritative.
2. Develop the Voice on a Roller Coaster.
3. Be Aware of Your Telephone Voice.
4. Put Your Real Feelings into Your Voice.
5. Tone and Relax.
6. Breathe From the Diaphragm.
7. Learn to Project Your Voice.
8. Practice Your Pitch.
9. Practice Varying Your Pace.

VI. Words and Nonwords

1. Build Your Vocabulary.
2. Paint Word Pictures.
3. Beware of Jargon.
4. Find Your Level of Nonwords.
5. Replace Your Nonwords with Something More Powerful.

6. Use the “Power of the Pause.”
7. Record Yourself.
8. Practice With a Buddy.

VII. Listener Involvement

1. Maintain Eye Communication.
2. Move.
3. Use Visuals When Appropriate.
4. Ask Questions.
5. Use Demonstrations.
6. Be Creative.
7. Try Something New.

VIII. Humor

1. Don't Tell Jokes.
2. Fun is Better Than Funny.
3. Find the Form of Humor That Works for You.
4. Use the Humor in Language.
5. Think Funny.
6. Think Friendly.