

# Informative Speech

---

## *Instructions*

For your second speech, your assignment is to inform the audience about a topic of your choice for 4-5 minutes. Examples include, but are certainly not limited to:

- A current issue of your choice, about which you have a passion.
- An experience you have had from which others may benefit.
- New or existing information on a topic you believe to be important for the audience to know.

Informative speeches are often given to misinformed or confused audiences to clarify information. See your textbook, particularly related to informative speaking, for further assistance.

1. On speech day, you will submit a typed outline following the format shown on the page below. Please contact me via "Ask the Professor" on eCollege if you have questions or want clarification!
  - A. Determine the main points of your speech.
    - Develop each point with narratives, examples, facts and/or figures as applicable.
    - You must provide a Bibliography of at least three different, separate, distinct sources that are carefully chosen and relevant. Use a variety (books, journal articles, etc.)!
    - You must cite at least two of those sources verbally when delivering your speech.
  - B. Prepare an introduction for your speech following format shown on back page (show parts).
  - C. Prepare a conclusion for your speech following format shown on back page (show parts).
2. The introduction and conclusion should fulfill the functions discussed in lectures and as described in the textbook. Be sure your purpose is clear and you have a distinct central idea as described in the text.
3. Also, be processing how you will use effective transitions between major parts of the speech.
4. Again, make note that you must submit a condensed, typed, full-sentence outline on speech day. Yes, you can/should use this while speaking. [Note: I recommend that you start developing a keyword outline also, but it is not mandatory to submit for this assignment. Make note that it will be mandatory for the next speech assignment involving persuasion!]
5. Practice presenting your speech using your typed outline at least three times.
6. Be ready, prepared, and organized the day you are assigned to speak. Be sure and get a good night's sleep before your speech.

## Formal Sentence Outline – Format Expected

---

YOUR NAME

### SPEECH TITLE (OPTIONAL)

Specific Purpose: Your specific purpose will be typed in this space; see text for clarification.

### INTRODUCTION

Attention-arousing material: How will grab the audience's attention? Type actual speech content (what you will say to audience) on your entire outline!

Central idea/thesis: What is your speech about in one sentence? Type actual speech content!

Credibility material: What is your personal connection to, interest in, this subject? Why should the audience trust you on this particular topic?

Preview: How will you quickly prepare the audience for the main ideas they're about to hear? This is not the same as a central idea / thesis statement. Each part has a distinct purpose.

### BODY

- I. Type your main point here.
  - A. Type your sub-point here.
  - B. Type your sub-point here.
  
- II. Type your main point here.
  - A. Type your sub-point here.
    1. If an idea is to be broken down further, it looks like this.
    2. These are your sub-sub-points and reference the sub-point above.
  - B. Type your sub-point here.
  
- III. Type your main point here.
  - A. Type your sub-point here.
  - B. Type your sub-point here.

### CONCLUSION

Summary Statement: How will you recap what you just said? Type actual speech content!

Concluding Remarks: Will you leave the audience with something to remember? Do you understand fully that you are to put actual speech content throughout the entire outline?!