

INFORMATIONAL SPEECH

You will prepare a 5 minute informational speech that will be presented to the class. Begin drafting your speech on the attached outline.

Due Date:

- You will present your informational speech to the class on _____.

Requirements:

- Your informational speech should be about 5 minutes long.
- You must have a completed set of note cards with you on the day of the speech. You should not simply read your speech from the cards. The note cards are there to guide your speech. Glancing down at the cards from time to time is perfectly acceptable.

Grading Based On:	Possible Points
Introduction	10
Body	30
Conclusion	10
Speak Clearly and with Appropriate Volume	10
Eye Contact with Audience	10
Complete Set of Note Cards	10
Speech is about 5 minutes long	20
Total	100



INTRODUCTION OUTLINE

Topic _____

1. Get the attention and interest of your audience (check the technique you wish to use)

- Relate the topic to the audience
- State the importance of your topic
- Startle the audience
- Arouse the curiosity of the audience
- Question the audience
- Begin with a quotation
- Tell a story

2. Reveal the topic of your speech.

3. Establish your credibility and goodwill

4. Preview the body of the speech

BODY OUTLINE

1. **Examples** (check at least one)

- Brief example (also called specific instance) used to illustrate a point.
- Extended example (story) used to illustrate a point
- Hypothetical example (an imaginary situation)

2. **Imagery** (check at least one)

- Concrete words that mental impressions of sights, sounds, touch, smell, and taste
- Simile (a comparison using the words “like” or “as”)
- Metaphor (a comparison that does not use the words “like” or “as”)

3. **Rhythm** (check at least one)

- Parallelism (the similar arrangement of a pair or series of related words, phrase, or sentences)
- Repetition (repeating the same word or set of words)
- Alliteration (repeating the initial consonant sound of words)
- Antithesis (contrasting ideas)

CONCLUSION OUTLINE

1. Let the audience know your speech is coming to an end (check the technique you wish to use)

- In conclusion...
- In summary...
- In closing...
- My purpose has been...
- Let me end by saying...
- As I conclude, let me reiterate...

2. Summarize 3 main points you made in your speech

3. Make 'em think (check the technique you wish to use)

- Refer back to ideas from the introduction
- End with a quotation
- Make a dramatic statement
- Ask a rhetorical question
- Answer a question
- Show a benefit or valuable application
- Challenge the audience to take action
