Informative Speech

Your first graded speech for the class will use the informative pattern (intro, body, conclusion) and will be graded for content (structure and presentation of the topic) and form (body and voice).

Over the next few weeks, you will be preparing the speech and receiving much guidance and plenty of handouts. This handout provides a quick overview of the requirements.

**Preparation Checklist:**

- **Topic:** Choose a topic that interests you and with which you are familiar.

- **References:** Your speech must include a minimum of two (2) sources cited in your speech and listed on your formal outline. You can choose from the following external sources: books, newspapers, magazines, journals, Web sites, or other library sources. You may not use yourself or another person (via interview) as a source; if you, or someone you know, have personal experience with your topic, you’re welcome to share an anecdote, testimony, or story.

- **Create your rough draft outline**
  - Write your specific purpose
  - Write your thesis statement
  - Develop your 3-5 main points
  - Consider the organization of the main points

- **Create your formal outline**
  - Name
  - Title of Speech
  - Specific Purpose (specific realistic, measurable)
  - Thesis Statement
  - Audience Analysis
  - Outline (keyword format)
  - Reference List (APA format)

- **Create your speaking notes**

- **Create your visual aids**

- **Practice your speech and extemporaneous delivery**
  - Time (5-7 minutes)
  - Content
  - Form
  - Using your speaking notes