Informative Speech Preparation

Directions: Complete this form for your chosen speech topic.

Topic: __________________________________________________

I. Introduction

A. Attention Getter (Examples in Chapter 11 Notes) (Try to use something other than a question):
   __________________________
   __________________________
   ____________________________________________________________________

B. Topic (this should match your topic)
   ____________________________________________________________________

C. “Credentials” of Speaker (Credibility) - One or two sentences to show how you are an expert.
   ____________________________________________________________________
   ____________________________________________________________________

D. Thesis statement (This is just like audience goal.)
   Today I am here to inform you about ____________________________________
   ____________________________________________________________________

E. Preview your main points
   1. _______________________________________________________________
   2. _______________________________________________________________
   3. _______________________________________________________________

Transition into body of speech
   ____________________________________________________________________

II. Body of your Speech (this is where detail is found and is best contained in THREE points. Too many points will confuse the audience)

A. Main Point 1:
   1. State point 1: ______________________________________________
   2. State a reason: _____________________________________________
   3. Give an example: ___________________________________________
   4. Restate the point: __________________________________________
   5. Citation ___________________________________________________

Transition: Create a linking statement to point 2 __________________________
   ____________________________________________________________________
B. Main Point 2:
1. State point 2:____________________________________________
2. State a reason:____________________________________________
3. Give an example:___________________________________________
4. Restate the point:__________________________________________

Transition: Create a linking statement to point 3 __________________
________________________________________________________________

B. Main Point 3:
1. State point 3:____________________________________________
2. State a reason:____________________________________________
3. Give an example:___________________________________________
4. Restate the point:___________________________________________
5. Citation __________________________________________________

Transition: Create a linking statement to conclusion________________________
________________________________________________________________

III. Conclusion

A. Restate your thesis____________________________________________
________________________________________________________________

B. Summary (briefly review each of your main points)
1.____________________________________________________________
2.____________________________________________________________
3.____________________________________________________________

C. Closing (End speech appropriately, remind us of your topic and say thank-you)

References Cited (Should be in alphabetical order)