# Informative Speech Assignment

The speech should be 5-7 minutes informing the audience about some object, process, concept, or event. Use of a visual aid is required. Topics should be useful and interesting. Complete preparation outlines are required, but the speech itself should be delivered extemporaneously from a brief speaking outline.

**Organizing and Outlining the Informative Speech**

All informative speeches have an identifiable introduction, body, and conclusion *with at least three verbal citations*.

***Introduction:*** The introduction should compel the audience to listen through the use of an attention-getter, introduce the topic, establish good credibility, and provide a preview. The preview usually includes an overview of the main points.

***Body:*** Most informative speeches should contain no more than three main points, organized in a way that helps the audience make sense of the message. Once the main points and organizational pattern are set, identify what evidence supports which main point and place these sub-points in the correct location.

***Conclusion:*** All informative speeches should signal the end of the speech and include a brief summary of the main points. No new information should be given to the audience in the conclusion. An effective conclusion leaves the audience thinking about the speaker’s message.

***Outlining the Informative Speech:*** A detailed outline is mandatory and should include the following sections: title, statement of specific purpose, central idea, preview statement, introduction, body, (including internal summaries and transitions), conclusion, and references.

***Visual Aids:*** Use of a visual aid is required. Visual aids should be creative and unique with a clear organizational pattern that allows the audience to follow the presentation.