

Speech to Inform

Time limit: 7 – 9 minutes

Sources of information: 3 required. For each source give the specific magazine or book, or web site, etc. it was taken from, title of the article or report, author's full name, date of publication, and the chapter or pages telling where the material was found. If a source is a person, identify him or her completely by title position, occupation, etc. List these in outline form. You should be referring to your sources as you paraphrase and/or quote at least two or three times in this speech.

Outline your speech: Prepare a detailed & complete sentence outline. It must be typewritten or word processed, and it must include a format bibliography. Turn the outline in just prior to giving your speech.

SPEAKING NOTES: Use key words or phrases on 3x5 notecards or PPT.

Visual Aids: You must use at least one pertinent visual aid in this speech. It should support at least one major point.

EXPLANATION OF THE SPEECH TO INFORM:

The speech to inform people provides them a clear understanding of the speaker's ideas upon a subject. It also arouses interest in the subject because the material, which is presented, is relevant to the lives of those who hear it. The speaker must provide this relevant material with its accompanying interest, if he is to inform intelligently. To accomplish the ends of informative speaking one is obligated to select a subject of interest to himself/herself and the listeners. This can be done by an apt analysis of the audience – in this case your classmates. You as the speaker are charged further with the serious responsibility of knowing what you are talking about, knowing more about it, in fact, than anyone in your audience does.

For this reason, your talk demands that you study not one but several (no less than three) sources for information. Under no consideration should you be satisfied to glance hurriedly through an article in a popular magazine, jot down a few notes, toss the periodical aside, and rush off to "coffee", content with the world a "sloppy" job of acquiring knowledge. This kind of preparation does not even begin to prepare you to give an informative discourse. Select a topic that interests you and is appropriate to the audience you are to address. Be sure that you can find information about the topic you select. Do not put off choosing the topic.

HOW TO PRESENT A SPEECH TO INFORM:

Use an easy, energetic presentation. Be sure to be enthusiastic and original in what you have to say. Use your hands to demonstrate how to do things. Draw pictures, exhibit charts, in fact, do whatever is necessary to make your ideas understood and interesting. Take stage properly, utilize expressive body action, maintain direct eye contact, observe time limits, and stop when your speech is finished. Your conclusion should be as strong and appropriate and as well prepared as your beginning remarks.

THIS IS A GOOD TIME TO IMPROVE YOUR VOCABULARY!!!

Some Examples of Informative Speech Topics:

Exercise at your desk (office)

Write a performance review

Reduce stress

Create an e-mail group

Team skills

Job interviewing

Dress for success

Handling difficult people

Defusing a tense situation

Adding memory to computer

Setting up an ebay business

Time management

How to study

Giving feedback (to an employee or manager)

Communication skills at work

Create a basic web page

Conflict Resolution

Researching a product on the Internet

Customer service basics

Phone skills

Adding a new USB port

Legally firing someone

Losing weight

Breaking up with a boyfriend/girlfriend

Finding a spouse