

Name: _____ Class: _____ Date: _____

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 _____

Name: _____ Class: _____ Date: _____

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)