

## Informative Speech

*My scheduled speaking day is* \_\_\_\_\_

*Topics are due on* \_\_\_\_\_

For this assignment, you will prepare a 6-8 minute speech with the specific purpose of helping your audience understand an idea, situation, or concept.

**This speech is worth 100pts.**

You should meet the following criteria:

\*You must hand in a typed outline of your speech on the day you speak and you must note on your outline where you will say your oral foot notes.

\*You must use a minimum of three basic sources that are trustworthy and reliable sources.

***Basic sources include:***

Books  
Periodicals (non-fiction magazines & scholarly journals)  
Databases  
Newspapers  
CD-ROMS (not encyclopedias)

\*You may use additional trustworthy and reliable supplemental sources if you like.

***Supplemental sources include:***

First hand interviews  
Pamphlets  
Websites  
Fiction novels  
Newsletters  
Reference books (dictionaries, almanacs, encyclopedias)

\*You must turn in a bibliography page listing these sources in correct MLA format on the day you speak.

\*You must use AT LEAST THREE oral footnotes during your speech.

Oral footnotes include:

1. title of source
2. author's name (if no author, you MUST tell your audience no author was listed.)
3. date of the source
4. type of text (on-line article, magazine, newspaper, etc.)

For example you could say, "According to Bill Smith in the on-line article entitled *How to Work with Your Dentist* written in 2009, it states that..."

\*You must use at least one form of audiovisual aid (not including the white board).

\*You may use no more than three note cards.

\*You must conform to the time limit of 6-8 minutes; points will be deducted for speeches which are too long or too short.

\*READING YOUR SPEECH will lower your grade by at LEAST two letter grades.

## Outline

Use the worksheet below to help you develop an outline in the proper format for your speech. For the informative and persuasive speeches, you MUST mark on the outline where you plan to state your oral footnotes.

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(title of your speech)

**General Purpose:** \_\_\_\_\_

**Specific Purpose:** \_\_\_\_\_

**Central Idea:**

\_\_\_\_\_

\_\_\_\_\_

### I. Introduction

A. (How will you get the audience's attention?) \_\_\_\_\_

B. (Give a reason to listen or preview of your speech) \_\_\_\_\_

## **II. Body**

A. (First main point)\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

B. (Second main point)\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

C. (Third main point)\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## **III. Conclusion**

A. (Summarize the main points of your speech)\_\_\_\_\_

\_\_\_\_\_

B. (Final quote or thought of the audience to remember-clincher statement)

\_\_\_\_\_

## **Bibliography**

For a speech, it is OK to put your bibliography at the bottom of your outline. You must have three sources, and they must be in MLA format. This will only be done for the informative and persuasive speeches.

Jane Doe  
Informative speech  
November, 19, 2010 5<sup>th</sup> hour

## **Breathing Isn't Always Easy**

**General Purpose:** To Inform  
**Specific Purpose:** To inform the audience about some general information about Asthma.  
**Central Idea:** Asthma is a common disorder that effects many people in America today.

### **I. Introduction**

- A. Get audience's attention: describe incident of asthmatic
- B. Reason to listen: You or someone close to you could get asthma.  
\*Mention *USA Today*

### **II. Body**

- A. Definition
- B. Symptoms
  - 1. Wheezing
  - 2. Tightness in chest
  - 3. Hacking cough
  - 4. Shortness of breath
- C. Causes in U.S.
  - 1. Viruses \*Mention Millus article
  - 2. Air pollution
- D. Treatment
  - 1. Allergy shots \*Mention Seligmann article
  - 2. Inhalers
  - 3. Pills

### **III. Conclusion**

- A. Fear
- B. Future

## **Bibliography**

Buse, William. "Viral Infections Cause Spasms." *USA Today* Oct. 2009: 4-6. Print.

Millus, Susan. "Science Pokes Loopholes in Asthma." *Science News* 28 Feb. 2009: 137.

*Academic Search Premier*. Web 27 Feb. 2008.

Seligmann, Jean. "Getting a Grasp on Asthma's Grip." *Newsweek*. 4 Sept.

2009:60-61. Print.

**Name:**

**Class Hour:**

### Topic Approval Form

**Topic** \_\_\_\_\_

**General Purpose:** To inform (*This is it! You do NOT need to write anything else!*)

**Specific Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Central Idea:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audience Analysis Question:** (What question do you want me to read to the class?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ A Lot

\_\_\_\_ Some

\_\_\_\_ A little

\_\_\_\_ Not much

\_\_\_\_ Nothing

\_\_\_\_\_ *topic approved*

\_\_\_\_\_ *see me*