

Name: _____ Class: _____ Date: _____

Informative Speech Preparation (4-6 minutes)

Directions: Complete this form for your chosen speech topic.

I. Introduction

A. Attention Getter: _____

B. Purpose Statement:

1. General Topic: _____

2. Main Points:

a. _____

b. _____

c. _____

3. Audience Goal: _____

II. Body of your Speech

A. Main Point 1: _____

B. Main Point 2:

Name: _____ Class: _____ Date: _____

C. Main Point 3: _____

III. Conclusion

A. Restate your main points

1. _____
2. _____
3. _____

B. Restate your audience goal: _____

C. End speech appropriately (Say thank-you)