

# How to give an informative speech



**ASSIGN  
BUSTER**

Overview: For this assignment you must present an informative speech to an audience of your peers. There are three general approaches to informing an audience: altering perception, creating virtual experience, or explaining (of course, these are not mutually exclusive categories – a speech may well do more than one, though one approach often dominates). An informative speech asks you to convey your knowledge and understanding of an object, process, event, or concept, in an accurate, clear, and meaningful way to your particular audience. You have approximately 7 minutes to speak on the topic of your choice. You need to consider your audience when deciding on your topic and thinking about how to develop and present your speech.

An informative speech is not a speech on a controversial subject (i. e. “ the true facts about abortion”), nor is it a barrage of factual statements. Of course you will make a great many factual statements in the speech, but these you will have selected from a huge set of factual statements that you could have offered.

How is it that you select some facts for presentation while leaving out others? When you are in the process of fact selection, ask yourself what aspects of your subject area deserve mentioning and which deserve highlighting. Ask yourself what information is relevant to your central idea and what information is not relevant. Avoid a random selection and/or list of information about your chosen topic. Rather, have one cohesive central idea or thesis and make sure the information you offer adds up to that thesis.

Requirements:

1. You must hand in a typed, complete-sentence outline on the day of your speech. It should contain your thesis (core idea) and specific purpose, <https://assignbuster.com/how-to-give-an-informative-speech/>

organizational pattern, follow the correct format, contain your supporting evidence, and be accompanied by your bibliography in MLA or APA format.

2. You must use at least 3 credible bibliographic sources to support your main points. These sources (newspaper articles, magazine articles, books, interviews, etc.) should be cited verbally in the body of your speech. Sources must be something you researched; your personal experience or notes from another class are not acceptable as one of your 3 sources. Every source contained in your speech outline (except any interviews) must be located either in a library database or in the library itself. You should use and cite every source in your bibliography at least once in your speech and in your outline. Cite each source verbally in your speech and in parentheses in your outline (MLA: (author p. #); APA: (author, year, p. #)).

3. The outline must be your original work. You will perform poorly if you do not “ own” the subject matter. Any evidence of plagiarism will result in failure of the course. Please include the word “ pledged” and your signature on your outline.

4. Your speech must meet the time requirements. You have a 30-second buffer zone on either side of your speech. After that you will be penalized 1 point (2. 5%) for every 30 second interval over 7: 30 minutes or under 6: 30 minutes (if your speech is 7: 32 or 6: 29, you lose 1 point, 8: 03= -2, 5: 57= -2, etc.).

5. Your speech must be informative, not aggressively persuasive. The main purpose of your speech is to inform, instruct, and educate your audience, not to change the attitudes, beliefs, and values of your audience.

6. The introduction and conclusion should achieve the appropriate goals outlined in chapters 13 and 14 of the textbook.

7. The body should contain 2-5 main points, each clearly stated, developed and thoroughly supported.

8. There should be transitions between your introduction, body, conclusion, and main points.

9. The topic should be relevant to you and your audience.

10. The speech should include internal previews and summaries.

11. Consider using visual aids to enhance your audience's understanding and interest, but do not make them the focal point of your speech. Do not read powerpoint slides or other visuals to your audience.

12. The speech should be extemporaneous, not memorized or read. Notes during your actual delivery should consist of a key word outline, not a copy of your full outline nor a manuscript. Your notes may not contain more than 100 words (not including direct quotations or citation info).

13. You must visit the Rahall Communication Center (FT 235) for a consultation AT LEAST 2 days before you deliver your speech in class. Failure to do so will result in a grade penalty of 1 letter grade. Email[[email protected](#)]for an appointment.

14. Hand in your outline and other speech materials (copies of visual aids , your copy of the Rahall consultation form) in your speech folder. Immediately after your speech give me your notecards or notesheet, which I will put into the folder. Peer and instructor critique forms will be added to it and it will be

returned to you with a grade. Materials without folders will not be accepted. Late materials will not be accepted.

Suggestions: •Keep in mind the importance of clarity. This is largely achieved through a single cohesive central idea and effective organization. Do not have too many points. Confine your speech to a few main ideas and group the other points under these. Clarify the relationship between points. Use clear, explicit previews, transitions, and summaries. Keep your speech moving ahead according to a well-developed plan; do not jump from one idea to another.

•It is better to treat a few ideas thoroughly than many ideas superficially. Remember, your time is limited. •After you have written an outline, set it aside and practice speaking from brief notes. Prepare your visual aids and gather your props and materials at once and practice with them. Practice the speech several times (preferably in front of others) but do not memorize it. Time your speech when practicing. •Remember that this is a different speech act than casually sitting down with friends and chatting. You should strive for a style and tone of enhanced conversation.

Often a public speech requires you to use language that you would not ordinarily use, though it should sound natural and not forced. Consider incorporating metaphors, alliteration, other figures of speech and vivid imagery into your presentation. Analogies can be especially effective in informative speeches.

How to avoid sabotaging a good speech:

- Provide a detailed, thorough outline in complete sentences. Avoid “reporting” what you will say (i. e. “ I will give an anecdote about X.” “ Statistics on X.” Write the anecdote or statistics into the outline. Include all the information that you will say in your speech in your outline.
- Identify an appropriate organizational pattern in your outline and stick to it in your speech.
- Make sure your thesis (main idea) is informative. Your thesis should tell people what you want them to know after you’ve completed your speech.
- Cite your sources strictly according to MLA or APA format in alphabetical order in your bibliography. See pages 103-105 of Sprague and Stuart text for guidance. Also see the Hacker Guide if you still have it (there are copies in the Writing Center).
- Use transitions and signposts to enhance organization.
- Cite your sources in your speech.
- Hand in your outline in a folder on the day of your speech. Late outlines or outlines not in a folder will not be accepted.
- Don’t miss or arrive late on your assigned speech day. If you miss your speech, do not expect to be able to make it up.