

The Informative Speech

The purpose of an informative speech is to share reliable factual information that you have acquired through research. It is not intended to promote a policy or opinion; rather, it seeks to provide a foundation for people to better understand a topic that relates to them.

- Length: 3-5 minutes. An outline is required. Note cards must be used.
- Turn in a speech outline with a Works Cited Page, APA format, on the day of the speech.
- Electronic sources must be authoritative and credible.
- Three source minimum including one "expert" interview from a print or online source.
- List only those sources cited in your speech

INFORMATIVE SPEECH OUTLINE FORMAT 3-5 minutes

Name: _____ Date: _____

Topic: _____

General Purpose: To inform

Specific Purpose (identify the information you want to communicate):

Thesis (the central idea of your speech):

OUTLINE YOUR SPEECH

- 1) **Zinger:** Something that grabs the attention of the audience. Examples startling statistics, stories, rhetorical questions, quotations, scenarios. The zinger often will be more than one sentence long.
- 2) **Clarifier:** What is the speech about?
- 3) Nutgraph(s):
 - a) State the thesis
 - b) Relate the thesis to the audience
 - c) Offer a Credibility Statement:
 - d) What personally connects you to this topic?
 - e) What type of research have you done to establish credibility?
 - f) Preview of Main Points
- 4) Accordion
 - a) Statement of the first main point; you should not use a source in this sentence.
 - i) Idea of development or support for the first main point
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
 - ii) More development or support
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
 - iii) Transition: Statement of movement that looks back (internal summary) and looks forward (preview).
 - b) Statement of second main point. Do not use a source in this statement.
 - i) Idea of development or support for the first main point
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
 - ii) More development or support
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
 - iii) Transition: Statement of movement that looks back (internal summary) and looks forward (preview).
 - c) Statement of third main point.
 - i) Idea of development or support for the first main point
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
 - ii) More development or support
 - (1) Support material (ex: statistics, quotation, etc.- cite source)
 - (2) Support material (ex: statistics, quotation, etc. - cite source)
- 5) Echo
 - a) Review of Main Points:
 - i) Restate your first main point.
 - ii) Restate your second main point.
 - iii) Restate you third main point.
 - b) Restate Thesis.
 - c) Develop a creative closing that will give the speech a sense of ending. This point may be more than one sentence. You should refer to your Attention Getter.
- 6) Works Cited Page, MLA format