

COMM 111--First Informative Speech by: \_\_\_\_\_

A=distinguished achievement; OK=adequate/average; X=inadequate/below average

- |   |    |    |  |
|---|----|----|--|
| A | OK | X  | 1. Gives a substantive <u>informative</u> speech on a <u>non-controversial</u> factual topic previously approved by the instructor.        |
| A | OK | XX | 2. Introduces the speech using an attention step, central idea, credibility step, and a preview of the body of the speech. (L pp. 186-196) |
| A | OK | X  | 3. Clearly identifies and enumerates the main points in the body. (L ch. 9)  |
| A | OK | XX | 4. Speaks clearly and audibly.   |
| A | OK | X  | 5. Speaks extemporaneously (i.e., using good eye contact, not tied to notes, not memorized) using only one note card.                      |
| A | OK | XX | 6. Submits an <u>outline</u> of the speech at the class session in which the speech is given following the template in the Handbook.       |
| A | OK | X  | 7. Uses 2-3 pieces of evidence. (L chap. 8)  |
| A | OK | X  | 8. Orally cites at least one of evidence. (L pp. 159-162)  |
| A | OK | XX | 9. Briefly concludes the speech using a summary of main points and one additional concluding device. (L pp. 196-202)                       |
| A | OK | X  | 10. Properly finishes the speech within 3 (minimum) - 5 (maximum) minutes.   |

## COMM 111—SAMPLE OUTLINE TEMPLATE (for Informative Speeches)

Type your preparation outline, single-spaced, on a separate sheet or two of paper (using 12-pt. type only), following this template (adjusting the number of sub-points under various headings as appropriate). Each symbol at the main head and sub-head level must be followed by a single complete sentence. If you have an "A" under a given main point, you must have a "B"; if you have a "1", you must have a "2", etc. See speech evaluation form for other outline requirements.

Specific purpose:

### Introduction

- I. Get audience's attention
- II. State central idea (and relate it to audience)
- III. Credibility step (state why you are qualified to speak on this topic)
- IV. Preview the main points of the body
  - A. (Same as first main point in body)
  - B. (Same as second main point in body)
  - C. (Same as third main point in body)

### Body

- I. First main point
  - A. First main subpoint
    1. Support
    2. Support
  - B. Second main subpoint
    1. Support
    2. Support
- II. Second main point
  - A. First main subpoint
    1. Support
    2. Support
  - B. Second main subpoint
    1. Support
    2. Support
- III. Third main point
  - A. First main subpoint
    1. Support
    2. Support
  - B. Second main subpoint
    1. Support
    2. Support

### Conclusion

- I. Summary of main points in Body
  - A. First main point (same as Intro. III. A. and as Body I)
  - B. Second main point (same as Intro. III. B. and as Body II)
  - C. Third main point (same as Intro. III. C. and as Body III)
- II. An additional concluding device

### Endnotes

Provide bibliographic reference of first published source.

Provide bibliographic reference of second published source.

Use at least 2 sources of evidence indicated in the outline and cited as endnotes at the end of the outline following correct bibliographic form. Wikipedia is not an appropriate reference.