

INFORMATIVE SPEECH TOPIC WORKSHEET

The following worksheet is to help you prepare to do your formal outline for your upcoming informative speech. You will start to create your speech by completing this assignment, applying what you have learned in lecture and the textbook about preparing a speech. Your first step to completing this homework assignment is to select your topic. Fill out this worksheet with your topic and speech in mind.

The introduction of your speech includes the following items: getting the audience's attention, motivating the audience to listen, establishing your credibility (that is, how you are qualified to speak on the topic), stating your thesis, and previewing what the main points of your presentation will be.

Attention Getter (Ch. 12) What will you say or do to get the audience interested? Write out your attention getter here:

Why are you interested in this topic? How are you qualified to speak on this topic? Write what you plan to tell the audience in your speech to establish your credibility:

Establish topic significance for the audience. Tell them why/how the topic affects them, in other words, motivate them to listen:

State your purpose. Include what you plan to accomplish. Keep it simple, concise. This is your thesis statement for your speech:

Tell the audience what the major points of the presentation will be; 2-5 main points. This will become the preview of your presentation

1. _____
2. _____
3. _____
4. _____
5. _____

The body of your presentation is where you will go into more detail about the points you have listed above in your preview. Below each point, tell me some of the supporting detail you plan to cover in your speech. Between each main point you will need to have a transition. If you need some assistance in creating your transition, see your textbook.

1. _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____

transition: write out your transition here:

2. _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____

transition: write out your transition here:

3. _____
 - a. _____
 - b. _____
 - c. _____

transition: write out your transition here:

4.

- a.
- b.
- c.
- d.

transition: write out your transition here:

5.

- a.
- b.
- c.
- d.

The conclusion of your speech serves two purposes: first, to summarize the points you covered, and to provide the audience an answer to the "so what?" question. Create your speech conclusion below.

Restate to the audience what the major points of the presentation were. This will serve as your summary. (Hint: this should match the preview you created above)

1.

2.

3.

4.

5.

What will you say to provide the audience with closure? Be concise and to the point. This will serve as a the clincher to your presentation.

For grading purposes: Turned in on time: yes no

Was it fully completed: yes no

Grade: /10