

Format for Informative Speech Outline

To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.

I. Introduction

A. Attention Device—How can I gain the attention of the audience?

1. This can be a poem, a quote, a rhetorical question, a story, etc...
2. *Should be about 30 sec.*

B. Thesis Statement—What is my speech about?

1. 1-2 sentences introducing your topic to your audience

C. Forecast of Main points—What are my 3-5 speaking points

1. 1-2 Sentences telling the audience what points you will be covering
2. *Thesis and Forecast should be about 30 sec. together*

D. Link to First point—How I get into my 1st main point.

1. 1 or 2 sentences written to transition into the body and 1st point
2. *Entire Intro should be 1-1:30 seconds*

II. Body (3-5 Main Points)

A. Point #1—Description of 1st point with subpoints

1.
 - a.
2.
 - a.

B. Point #2

C. Point #3

1-1:30 for each point or more

III. Conclusion (*Should be 1-1:30 seconds long*)

A. Summary of Main Points

1. 1-2 sentences summarizing the points you have just talked about

B. Re-State Thesis

1. 1-2 sentences rephrasing your thesis for the audience

C. Clincher—ties to attention device, "*Tying the Bow on the Package.*"

1. Can be a story, quote, poem, answer to your opening question, etc...

Outline Format Informative Speech

Sherwyn P. Morreale



Outline Format Informative Speech:

Public Speaking Basics Michael A. Griffin, 2015-04-03 This textbook provides concise information classroom exercises homework assignments and speeches to enable college students to master public speaking There is an emphasis on creating effective thesis sentences motivational appeals introductions and conclusions outlines and supporting information The text includes sample speeches for each speaking assignment along with pertinent speech evaluation forms Chapter topics include speech anxiety delivery subject selection and audience analysis thesis sentences motivational appeals organizing and outlining introduction and conclusion methods supporting information presentational aids effective listening Standard American English sounds and creating various informative persuasive and special occasion speeches A sample course syllabus is provided as well as a test study guide In this revised edition some of the chapter exercises have been revamped some sample speech outlines updated some of the explanations clarified and a new special occasion speech has been included

Processing Public Speaking A. Kanu, D.A.; S. Durham, M.A., 2014-04-01 Processing Public Speaking covers all the traditional topics and offers much more including chapters on public speaking traditions public speaking as communication process processing the introductory speech processing technology in public speaking processing listening oral interpretation analyzing audiences organizing and outlining speeches persuasive speaking and debating processing verbal communication processing nonverbal communication and delivery impromptu speaking and ethics As an invaluable resource Processing Public Speaking allows readers to access practical information that describes the production and consumption of presentations in technical humanities and social science business and education courses The approaches in this text include tailoring public messages by identifying what the audience wants and needs with adaptation to cultural differences with focus on the public speaking heritage of rhetorical discourse

The Role of Generative AI in the Communication Classroom Elmoudden, Sanae, Wrench, Jason S., 2024-02-12 In an era marked by the rapid integration of Artificial Intelligence AI into our lives the discourse surrounding its implications has intensified The Role of Generative AI in the Communication Classroom is a pioneering book that delves into the multifaceted dimensions of AI specifically focusing on OpenAI's revolutionary Chat Generative Pre Trained Transformer Chat GPT and its profound influence on the landscape of communication education This book navigates the intersection of technology education and ethics shedding light on the imperative need for a collaborative approach to shape AI's evolution AI's potential to reshape industries and human roles is undeniable Rooted in the intricate workings of AI and its hallmark Chat GPT this book meticulously dissects the dynamic relationship between humans and machines The discourse extends beyond technology and into the realm of education asserting that the power to mold AI's trajectory cannot rest solely in the hands of developers While revealing AI's transformative potential in the communication classroom the book conscientiously explores ethical concerns and biases fostering a balanced approach to its integration This book is instrumental to the ongoing discourse on AI's role in education

The call for ethical considerations inclusivity and regulation serves as a guiding compass for educators students developers and policymakers alike The book ensures a holistic perspective on AI s integration by addressing privacy citation voice ownership and overall digital ethics

Speaking Across the Curriculum ,2004 Speaking Across the Curriculum gives teachers ready made speaking and listening activities that can be infused into any curriculum Over 50 activities help teachers encourage debate and discussion and teach students speaking and listening skills Students will learn how to outline a speech build active listening skills develop a media presentation persuade an audience and speak spontaneously Activities also help students analyze and evaluate arguments and sources including web sites

Contemporary Public Speaking Courtland L. Bovée,2003 Contemporary Public Speaking includes all the traditional fundamentals as well as the hottest issues in public speaking today Featuring a conversational style and an extensive photo and illustration program this comprehensive coverage provides students with the tools they need to analyze and apply public speaking principles Examples exercises and boxed features offer insights into major themes such as speaking across cultures developing creativity improving critical thinking overcoming speech anxiety focusing on ethics and learning from real world speaking situations Students will also explore how to speak on the job and in small groups develop persuasive strategies and use audio visual aids from flip charts to multimedia presentations and will learn basic ways to become more effective speakers and listeners A Collegiate Press book

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A Student Workbook for Public Speaking Deanna L. Fassett,Keith Nainby,2013-12-27 A Student Workbook for Public Speaking Speak from the Heart asks students to think critically about the speech making process while building their mastery of the fundamental practical skills of public speaking through a series of exercises and activities Nineteen brief chapters cover the essentials of public speaking including selecting a topic researching your topic organizing your topic overcoming speech anxiety and delivering informative persuasive and special occasion speeches Each chapter includes a concise introduction to the most important skills and concepts related to each chapter topic and offers opportunities for critical reflection on how to use each aspect of public speaking appropriately and effectively Each chapter is paired with an activity checklist or worksheet that students may use to develop their speeches assess their performance and chart their progress in becoming competent public speakers

Oral Communication Kathryn Sue Young,Howard Paul Travis,2017-11-10 Every day we communicate in our professional and personal lives to initiate or improve relationships get what we want function in teams and learn new things The success of these interactions depends on the ability to be effective in conveying messages The Fourth Edition of this widely used text presents indispensable skills to encode and decode messages guiding readers to develop their own communication style Retaining its concise yet comprehensive coverage the latest edition explores digital age communication techniques and includes sections on

communication privacy management theory and affection exchange theory Oral Communication 4 E presents a wide range of introductory topics in an affordable straightforward and fun format Each chapter opens with clear learning objectives and ends with key terms and discussion questions Interactive exercises throughout the book engage readers as they are asked to reflect on previous experiences experiment with tools provided to them in the text react to hypothetical scenarios and think critically Readers will benefit from professional sidebars that illustrate how academic concepts fit into the careers they will soon enter

The Competent Public Speaker Sherwyn P. Morreale, 2010 Based on the National Communication Association's conceptual model for teaching and evaluating undergraduate public speeches as developed by the author and others Sherwyn P Morreale offers a highly accessible easy to teach easy to learn approach to public speaking The approach adopted in the text includes eight public speaking competencies four on speech preparation and four on speech delivery which are enhanced by emphasizing the impact of technology ethics culture and diversity on public speaking A number of unique features designed to improve teaching and learning include Students used as examples in each chapter so that readers can follow them as they learn about public speaking Tables and boxed text to reinforce the most important learning points Checkpoint and self assessment tools so that readers can determine their level of competence and find out whether they are ready to proceed to the next chapter Competence building activities for students to apply chapter concepts and practice public speaking strategies in the classroom or as take home assignments An accompanying website which is updated on a regular basis and offers a forum for students to contact the author Designed for introductory level public speaking courses taught at two and four year colleges and universities this text offers a distinctively practical alternative for students and teachers to achieve consistency across multiple sections of the public speaking course An instructor's manual is available on request

Workbook for Public Speaking Patricia Comeaux, 1995-06 This text is intended as a supplement to a main public speaking textbook or as a stand alone workbook It offers concrete applications of the principles of rhetoric and public speaking and provides a teaching and learning tool

The Public Speaking Playbook Teri Kwal Gamble, Michael W. Gamble, 2020-01-07 The Public Speaking Playbook shows students how to prepare practice and present their public speeches with the highest level of confidence With a focus on actively building skills Teri Kwal Gamble and Michael W Gamble coach students in the fundamentals of the public speaking process using engaging learning modules that allow students to practice and improve their public speaking The streamlined Third Edition of this best selling text succinctly highlights the most important content and essential skills and includes new annotated speeches to promote a deeper understanding of effective speech building The text's inclusive and unique playbook analogy encourages students to think critically about what it means to play fair in public speaking with a focus on diversity ethics and civic engagement

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The Complete Idiot's Guide to Public Speaking Laurie Rozakis,1999 Stresses the value of being able to speak in public and offers advice on speech writing
handling specific types of speeches preparing and rehearsing overcoming stage fright and delivering an effective speech

A Survey of Human Communication Michael A. Griffin,2015-12-14 This textbook provides a survey of the Speech and
Communication Studies areas of Communication focusing on human communication through the transactional model of
communication Interpersonal Communication chapters constitute the largest portion of the book with the Public Speaking
chapters the next largest block followed by the Intercultural and Small Group Organizational Communication chapters
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problem solving exercise with sample content information in the Small Group Organizational Communication chapter an
overview of controversial Intercultural topics in the Intercultural Communication chapter that can be optional reading and a
step by step process for learning how to write thesis sentences in one of the Public Speaking chapters In addition
instructions for and samples of seven different types of speeches are provided as well as evaluation forms to give instructors
suitable choices

The Complete Idiot's Guide to Public Speaking: 2nd Edition
Laurie Rozakis,1999-06-01 You're no idiot of course You can hold your own in water cooler conversation are the life of the
party at get togethers and have no problem firing a quick comeback at your smart alecky friends But when it comes to
standing onstage in front of a group of people you feel like you're the one in your underwear not the audience Don't hide
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wardrobe and body language Useful pointers on how to tell jokes Valuable tips on handling hecklers and negative audiences
Cutting edge information on using Powerpoint and other visual aids

Communicating for Success Cheryl M.
Hamilton,2016-07-22 This text focuses student learning on the key communication competencies recommended by the
National Communication Association With applied examples and a vibrant and engaging design this text covers all the
expected topics in an introductory course foundations of communication interpersonal communication small group
communication and public speaking plus a special appendix on interviewing Scenarios begin each chapter with a problem to
which students can relate and then solve as they learn about the concepts discussed in each chapter A concentrated focus on

careers in communication highlighted in a two page spread near the end of each chapter brings home the relevance of communication outside the classroom and helps students learn more about how studying communication can help them throughout their lives Additional emphasis on topics such as ethics culture gender and technology is found throughout the text

Communication Daniel M. Dunn, Lisa J. Goodnight, 2016-05-23 Communication Embracing Difference 4e stresses the importance of understanding and celebrating difference as a means to becoming a more effective communicator This text describes basic communication theory in everyday non technical terms and offers students an abundance of opportunities to analyze understand practice and apply skills to real life situations presented in the book and encountered in their own daily lives Communication Embracing Difference emphasizes the practical application of communication skills in interpersonal small group and public settings which will help students become more confident and successful communicators Targeting both mainstream students and non traditional students who range widely in age ethnicity race religion sexual orientation social roles and socio economic status this text is designed with an overall approach that resonates with the diverse student populations making up so many campuses today

Communicating for Results Cheryl Hamilton, Cordell Parker, 1997 Drawing on case studies and research from both management and communications fields this text provides students with an understanding of the basic concepts and techniques needed to communicate successfully in today's business world Separate chapters on the communication process and organizational theory form the foundation for later discussions of interpersonal relationships effective listening nonverbal communication and obstacles to organizational communication Two chapters are devoted to interviewing with special attention given to informational and employment interview strategies Subsequent chapters examine small groups and leadership within them The three final chapters offer guidance in informative and persuasive presentations including attention to verbal delivery and visual aids

Opening Doors to Reading Dee L. Fabry, Sally A. Seier, 2001-03-15 This integrated technology based reading curriculum helps you build school to work skills in middle school learners especially those who have reading difficulties Based on a field tested program the STARR curriculum it is specifically designed to meet student needs in the workplace and uses best practices research SCANS foundations skills and competencies and middle school research Components include speaking technology analysis reading and research

Investigator Jan Wishau, 2005 With this step by step guide for completing and presenting in depth research projects students will gather information organize their ideas and communicate their information via an oral presentation and a written report The only things missing are curious students and reference materials so start recruiting investigators Grades 4

7 **Resources in Education**, 1997

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