

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...

Informative Speech Outline Format

Jan Wishau



Informative Speech Outline Format:

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

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 Homework and or classroom exercises are provided in nearly every chapter to enable students to learn the related skills and or reinforce their knowledge There is a unique money talk section in the Relationship Communication chapter an in depth 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 Art of Communication Randy Fujishin,2016-09-02 This third edition of The Art of Communication previously titled Creating Communication is a brief and practical introduction to speech communication Emphasizing face to face communication yet also addressing the role of technology and its influence on daily communication Fujishin helps you develop greater understanding of how important communication skills are in your personal and professional life and will inspire you to use these skills in ways that enlarge and improve the lives of others as well as your own Fujishin employs a distinctively encouraging and conversational approach as he explains the basic communication skills necessary to improve in numerous contexts including public speaking small group interpersonal intercultural leadership interviewing and technology based communication The result is an easy to read book that provides the tools to implement powerful changes in the ways you interact with others

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 CONSULTING EDITORS JoAnn Edwards University of Mississippi Jon A Hess University of Missouri Columbia Cynthia Irizarry Stetson University Shannon McCraw Southeastern Oklahoma State University Timothy P Meyer University of Wisconsin Green Bay Louis J Rosso Winthrop University The Routledge Handbook of Public Speaking Research and Theory Stevie M. Munz, Tim McKenna-Buchanan, Anna M. Wright, 2024-04-18 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses 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 The Communication Playbook Teri Kwal Gamble, Michael W. Gamble, 2022-10-18 Ideal for hybrid communication courses The Communication Playbook is designed to equip students with the tools they need to develop communicative resilience in their personal and public lives whether face to face or virtually Supported by practical learning activities and exercises along with discussions of timely topics such as events of extremism a global pandemic and the technological and multicultural nature of society bestselling authors Teri Kwal Gamble and Michael W Gamble help students navigate the physical and digital realms of communication enabling them to become clear confident communicators The Second Edition includes updated examples new annotated speeches on up to date topics and greater coverage of how technology and culture influences communication This title is accompanied by a complete teaching and learning package Contact your Sage representative to request a demo Digital Option Courseware Sage Vantage is an

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Principles of Public Speaking Kathleen German,2017-06-26 Balancing skills and theory Principles of Public Speaking 19th Edition emphasizes orality internet technology and critical thinking as it encourages the reader to see public speaking as a way to build community in today s diverse world Within a framework that emphasizes speaker responsibility listening and cultural awareness this classic book uses examples from college workplace political and social communication to make the study of public speaking relevant contemporary and exciting This edition opens with a new chapter on speaking apprehension and offers enhanced online resources for instructors and students **Communication For Professionals**

ANATH LEE WALES, Book Description Unlock the power of effective communication with Communication for Professionals the second instalment in the Business Professionalism series by Anath Lee Wales This essential guide is designed to elevate your communication skills providing you with the tools needed to thrive in the modern business world In this comprehensive book you ll explore Introduction to Business Communication Learn the foundational concepts including Encoder Decoder Responsibilities Medium vs Channel Barriers to Communication Strategies for Overcoming Barriers and the dynamics of Verbal vs Non verbal Communication Structuring Business Communication Understand the structure and lines of communication within an organization define your message analyze your audience and learn how to effectively structure your

communication Developing a Business Writing Style Discover the roles of written communication characteristics of good written communication and strategies to develop an effective writing style Types of Business Writing Master various business writing formats including Business Letters Memos Reports Emails and Online Communication Etiquette ensuring you can handle any writing scenario with confidence Writing for Special Circumstances Gain insights into tactful writing delivering bad news and crafting persuasive messages tailored to specific contexts Developing Oral Communication Skills Enhance your face to face interactions with guidelines for effective oral communication speech delivery and active listening Doing Business on the Telephone Learn the nuances of telephone etiquette handling difficult callers and leading effective business conversations over the phone Non verbal Communication Understand the importance of body language physical contact and presenting a professional image in business settings Proxemics Explore the impact of space distance territoriality crowding and privacy on business communication Developing Effective Presentation Skills Prepare for public speaking with tips on managing presentation anxiety using visual aids and leveraging technology for impactful presentations Conflict and Disagreement in Business Communication Learn about conflict resolution values and styles and strategies for managing cross cultural communication challenges Communication for Professionals is your definitive guide to mastering the art of business communication Whether you are a seasoned professional or just starting your career this book provides the essential knowledge and skills to communicate effectively and confidently in any professional setting *Fire Service*

Leadership/communications, 1983 **The Plugged-In Professor** Sharmila Ferris, Hilary Wilder, 2013-05-15 New technologies are transforming the way students work The Plugged in Professor provides a timely and exceptional resource for using social media and other new technologies to help college students meet both general and discipline specific objectives The title covers techniques built around well known social networking technologies as well as other emerging technologies such as mobile phone and tablet apps With a practical focus and reader friendly format this book shows educators how to apply techniques in each technology and includes clear student learning objectives step by step directions observations and advice and supplemental readings and resources Twenty five chapters by leading contributors cover key aspects of new technologies in education in four parts Writing research and information fluency Communication and collaboration Critical thinking and creativity and Integrative learning Provides a cutting edge resource for academics and practitioners in effective ways of reaching today's students through the use of their favourite tool social media Outlines a range of strategies taking advantage of the unique learning styles and habits of net generation learners Exposes students to ways in which these technologies can be used in their professional and personal lives **The Challenge of Effective Speaking** Rudolph F. Verderber, 1999-08 **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

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

The Public Speaking Playbook Teri Kwal Gamble, Michael W. Gamble, 2022-12-08 The Public Speaking Playbook coaches students to prepare practice and present speeches whether in the classroom public sphere or in a virtual setting Authors Teri Kwal Gamble and Michael W Gamble employ an interactive approach to building skills through various exercises that allow students to practice and improve their public speaking Features such as objectives coaching tips and new self assessments in each section further aids student success and reinforces key competencies The Fourth Edition makes this text more relevant timely and engaging with increased coverage of recent events and a focus on improving virtual presentation skills This title is accompanied by a complete teaching and learning package Learning Platform Courseware SAGE Vantage is an intuitive learning platform that integrates quality SAGE textbook content with assignable multimedia activities and auto graded assessments to drive student engagement and ensure accountability Unparalleled in its ease of use and built for dynamic teaching and learning Vantage offers customizable LMS integration and best in class support It s a learning platform you and your students will actually love Select the Vantage tab on this page to learn more Assignable Video with Assessment Assignable video available in SAGE

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Decoding **Informative Speech Outline Format**: Revealing the Captivating Potential of Verbal Expression

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