

## 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 1<sup>st</sup> main point.

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

### II. Body (3-5 Main Points)

#### A. Point #1—Description of 1<sup>st</sup> 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 On Baseball

**Jiyuan Zhang**



## **Informative Speech Outline On Baseball:**

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     **Communication** Daniel M Dunn, Lisa J Goodnight, 2019-12-06 Communication Embracing Difference 5e provides the fundamentals of communication theory in accessible terms and emphasizes the practical application of communication skills in interpersonal small group and public settings which helps students become more confident and successful communicators Designed for the hybrid class this new edition offers an enhanced dual intercultural and career based approach new examples and breakout boxes throughout draw connections to communicating in the workplace experiential learning and communicating in a global society Offering a foundation that readers can take beyond the classroom this volume is designed to resonate with the diverse student populations that make up so many campuses today     Excellence in Public Speaking Sherwyn P. Morreale, Courtland L. Bovée, 1998 EXCELLENCE IN PUBLIC SPEAKING is specifically designed to give students the skills and confidence they need to prepare and deliver speeches that will make a difference in their careers their communities and their personal lives Beginning with an overview of the fundamentals of public speaking the text moves through topics and exercises that guide students in preparing organizing and presenting a speech This text has an entire chapter devoted to speech anxiety Chapter 2 and the special concerns associated with delivering the first speech Full and excerpted examples of exceptional speeches are given and analyzed to encourage students to learn by example     *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      *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      **Organizing a Speech** Judy L. Haynes,1973      Speech Coursebook Carl R. Burghardt,1997      **Speaking the Speech** Edwin Cohen,1983      The Art of Public Speaking, PowerWeb and Topic Finder Stephen E. Lucas,1992 The leading text in public speaking The Art of Public Speaking is successful because it works well for both students and instructors Instructors rely on its careful explanations its reinforcing examples and its attention to the basics that help their tentative students become competent speakers Instructors have also come to rely on the most comprehensive package of support materials available with any text on public speaking

For students the book brings the art of public speaking to life by providing a steady stream of vivid and illustrative examples and by patiently teaching the theory and practice of rhetoric by well chosen examples *The Art of Public Speaking* Stephen Lucas,1983 Effective Public Speaking Donald J. Shields,Lelia K. Bullerdick,1985 **Elements of Language** Holt Rinehart & Winston,Holt, Rinehart and Winston Staff,2001 **Public Speaking Today!** Diana B. Carlin,James Payne,1989 **Writing and Grammar: Communication in Action** Pearson/Prentice Hall,2003-05 **Prentice Hall Writing and Grammar Handbook Grade 11 Student Edition 1st Edition 2003c** Joyce Armstrong Carroll,Prentice Hall (School Division),2002-07-15 Everything you love about writing and grammar just got smaller Introducing Prentice Hall Writing and Grammar Communication in Action Handbook Edition Seamlessly integrate Prentice Hall Literature and the Writing and Grammar Handbook through easy to use cross references PROFESSIONAL COMMUNICATION SKILLS BEEBE; IVY;SCHMIDT;CONAWAY;RICHMOND;MCCROSKEY,2001 *Writing and Grammar: Ruby level (11)* ,2001 State adopted textbook 2001 2007 grade 11 *Successful Public Speaking* William A. Haskins,Joseph M. Staudacher,1987 Communication Steven A. Beebe,Susan J. Beebe,Diana K. Ivy,2001 Communication helps readers see the relationships among the concepts skills theories and contexts of communication by anchoring all discussion around five fundamental principles Written by experienced and highly regarded textbook authors and teachers Communication Principles for a Lifetime provides readers with all the theory and skills necessary in the introductory course in a manner that will help them to apply what they learn throughout their lives Understanding that the challenge of basic communication is learning the myriad of skills principles and theories Beebe Beebe Ivy emphasize five key principles of communication throughout their book Be aware of your communication with yourself and others Effectively use and understand verbal messages Effectively use and understand nonverbal messages Listen and respond thoughtfully to others Appropriately adapt messages to others For anyone interested in the art of communication **Instructors Manual** Steven A. Beebe,Melinda Morris Villagran,Susan J. Beebe,2002-04 This book is written to be the primary text for a college level public speaking course The authors offer strategies that are anchored in ethical principles to assist speakers in articulating a message that connects with their audience They emphasize that an effective speaker is an ethical speaker Audience centered speakers articulate truthful messages that give audience members free choice in responding to a message while also using effective means of ensuring message clarity and credibility Pref

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