

Speeches to Inform

Sec. 1 & 2 - Pages 323-337

❖ _____ Speeches - speeches that instruct, inform, & clarify

❖ 5 Types of Informative _____:

1. _____ Lecture - lecture delivered to community or school group

- given as a result of one's special interest or expertise

2. Status _____ - report _____ a group's _____ or
goals

- used to keep _____ on a business or social group's various

3. _____ - speech informing members of a group of _____ in policies
& procedures

- Used when _____ how to order supplies or new ways of
_____ various job requirements

4. _____ Chat - when a leader informally addresses _____,
_____, & _____ of a group

- Named for series of radio _____ by President _____

5. Chalk _____ - speaker uses a _____, such as chalkboard/ whiteboard to
convey _____

- Often given by _____ showing plays or _____ outlining stage
plans

❖ 6 _____ of _____ Speaking:

1. Be _____

- Help listeners by defining important _____ / _____
- Make distinctions by _____ and _____

2. **Be** _____

- Use precise & specific _____
- Don't be _____ in your _____

3. **Be** _____

- Use _____ - tells audience what to expect
- _____ major points from minor ones

4. **Be** _____

- Double-check _____ of _____ you find
- Use _____ in speech

5. **Be** _____

- Focus on the _____ & the _____
- Focus on people, _____, things - not _____

6. _____

- _____ of audience helps fine-tune speech to suit _____ group of _____
- _____ - ability to _____ & _____ information that an average adult can be _____ to know

❖ **Turning a** _____ **into a** _____1. **Find a** _____ (Where can we look for _____?)

- _____ Experience - knowledge from first-hand experiences make for great _____ points
- _____ - what you see & hear in your _____ environment
- _____ - opinions give better _____ to wants & needs, provide new _____ of information, & new _____ for topics
- _____ - be open to searching _____, newsletters, & _____

- Other _____ Sources - _____, newspapers, & _____ always target various topics for _____

2. Your Subject

- _____ - limiting & more closely _____ a topic
 1. Limit your subject in _____
 2. Limit your subject in _____ (place)
 3. Limit your subject in _____ (how many elements)
 4. Limit your subject by using the principle of _____ & _____ (divide manageable topics in half)

3. State Your _____

- Should take form of _____ sentence with subject & verb & should convey clear _____

Examples may be found on page 333

4. Support Your _____

- Support using _____ you have _____
- Best done through:
 1. _____
 2. _____
 - Keep short & sweet
 - Relate directly to topic
 3. Quotable _____
 - Always reference
 4. _____
 - Define a term to lead audience in right direction
 5. _____
 - Use words to convey images