

## 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...

# Outline Format Informative Speech

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Bovée**



## **Outline Format Informative Speech:**

*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

*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

**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 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 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 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

**Choices** Carl E. Johnson,1994 *Supplementary Readings and Worksheets* Hamilton Gregory,1998-06-19 These Supplementary Readings and Worksheets are designed to give instructors and students additional materials for speech preparation Choices Carl Johnson,1992 **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** Michael Osborn,Suzanne Osborn,1997 **Public Speaking** Charles S. Mudd,Malcolm Osgood Sillars,1991 This book s goal is to prepare students for the demands of the speaking situations they will face throughout life **How to Design & Deliver Speeches** Leon Fletcher,2004 How to Design Deliver Speeches uses a variety of interactive tools with clear step by step instructions to help

students actively overcome apprehension and feel confident in speech presentation Rather than just describing what to do this highly practical perforated workbook text gets students practicing skills through exercises checklists self tests and evaluation forms Seventeen lessons with measurable objectives give students the tools they need to assess their own progress and insure that they are creating successful speeches The structure of the text frees up more instructor time as well enabling them to spend more time working with students individually New to the 8th Edition Provides expanded coverage of using new technologies in public speaking to ensure that students are well informed about all the tools they can use to prepare and deliver effective speeches Adds a complete chapter Lesson 13 on aids such as presentation software multimedia and computer generated graphics as well as more traditional materials providing students with key information about how to create and use aids to visually illustrate key points in their speeches Updates Lesson 15 on persuading to include a new section on credibility and on logical and emotional appeals Includes new information on Internet research and evaluating Internet sources to better prepare students for this widely used research source Lesson 7 Selecting Data     Public Speaking for College and Career Hamilton Gregory,2005     **Teacher's Guide to High School Speech** Indiana Committee on Speech,1966     *Speech Communication* Gordon I. Zimmerman,1986     **Public Health Service publication. no. 1861, 1862 pt. 1-4, 1968-69** ,1968     Public Speaking and Presentations Demystified Melody Templeton,2009-12-14 Take the mystery out of effective fear free public speaking This latest book in the Demystified series takes the confusion out of preparing for and delivering speeches and presentations Public Speaking and Presentations Demystified walks you step by step through the fundamentals of the subject and provides you with techniques for effective speaking avoiding common errors and overcoming stage fright With these skills you will feel confident in business and social situations when you find yourself in the spotlight     The Art of Public Speaking Stephen Lucas,2004 A companion to The art of public speaking eighth edition by Stephen E Lucas this program includes video clips of speeches speech preparation resources and interactive exercises to help students master the skills concepts and principles discussed in the text     Public Speaking Thomas J. Farrell, Maureen M. Farrell,1997

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