

Chapter 14 Skills for Success 1

Planning an Informative Speech

DIRECTIONS: Prepare an informative speech to deliver in class. Organize your preparations by following the steps presented in your textbook and the specific instructions given by your teacher for the assignment. To help yourself get organized, fill in the information for each of the following items.

Topic: _____

General Purpose: To Inform

Type of Informative Speech (Circle One): Expository Process

Statement of Specific Purpose: _____

Topic Approved: _____

Speaking Date: _____

Length of Speech: _____ minutes

Outline Due: _____

Audiovisual Materials (Circle One): Required Optional

Possible Sources of Information: _____

Other Requirements (If Any): _____

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Chapter 14 Skills for Success 2

Organizing an Informative Speech

DIRECTIONS: Most speech topics can be developed according to more than one organizational method. The speaker decides what method is best suited to the topic and to the audience. The decision may also be affected by what information the speaker can find on the topic. Using a topic from the list below or choosing one of your own, write a sentence or two explaining how you could develop the topic according to each of the methods listed.

Possible Topics: current clothing styles, physical fitness, television, air pollution, friendship

Your Topic: _____

Chronological Order: _____

Topical Order: _____

Spatial Order: _____

Climactic Order: _____

Cause-and-Effect Order: _____

Comparison-and-Contrast Order : _____

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