

Speech to Inform

General Purpose: To inform, explain, discuss, describe, or tell.

Length: 5 minutes (thirty-second grace period either way)

Topic Suggestions: Why not speak about a person, place or thing? Or how about a speech about an event or era? Speak about sea urchins, stress, sumo wrestlers, fingers, flying squirrels, Frisbees, credit cards, cold fusion, or coffee. How about pizza, subliminal messages, Joe Montana, Barbies, marriage customs, sleep, the Grand Canyon, or the grunge era? You can write about just about anything!

More to Consider with a speech to Inform:

- The goal of this speech is **to inform the audience**. At the end of the speech, the audience will have a balanced view of the selected topic.
- The **audience should not know your attitude** or personal viewpoint on the topic; they can learn what other "experts" have said. If you feel very strongly about a topic, you should write a speech to persuade.

Organization:

- How you organize the information in your speech is up to you. It really depends on the kind of information you want to convey. If you're describing an event, you may want to write a chronologically organized speech. If you're describing an object or person, you may want to organize the data from least important aspect to most important aspect. You could organize your speech into a memory device or acronym to help your audience recall your sub points. You are in control.

Sources:

- Consider adding outside sources and expert information to your speech. This increases your credibility. Also, make sure you refer to your sources in the speech itself. For example, if your speech is about sumo wrestling, don't just research your topic and put those facts into your speech. Instead, you should occasionally refer to your sources in your speech: "According to mobot.org, 'Sumo Wrestlers don't usually eat breakfast because they start their day with a hard workout.'"

Don't forget:

- We can get so hung up on the content and facts in the body of our speech that we forget to write an attention-grabbing opener and a memorable conclusion. Give these parts some attention as well! In fact, if you plan on only memorizing parts of your speech, start by memorizing the beginning and the end.