

Advanced Manual – Speaking to Inform

The Speech to Inform

Objectives: Select new and useful information for presentation to the audience.

Organize the information for easy understandability and retention.

Present the information in a way that will help motivate the audience to learn.

Time: 5-7 minutes

Resources for Informing

Objectives: Analyze the knowledge level of your audience regarding your chosen subject.

Focus your presentation at the audiences level of knowledge.

Build a supporting case for each major point through use of explanation, examples, and information gathered research.

Effectively use at least one visual aid to enhance the audiences understanding.

Time: 8-10 minutes

The Demonstration Talk

Objectives: Prepare a demonstration speech to clearly explain a process, product, or activity.

Conduct the demonstration as part of a speech delivered without

notes.

Time: 10-12 minutes

A Fact-Finding Report

Objectives: Prepare a report on a situation, event, or problem of interest to the audience.

Deliver sufficient factual information in your report so the audience can base valid conclusions or a sound decision on it.

Time: 10-12 minutes

The Abstract Concept

Objectives: Research and organize the thought of experts on an abstract concept, theory, historical force, or social/political issue.

Present the ideas in a clear and interesting manner.

Time: 10-12 minutes