

## **Giving a Short Informative Speech - An Overview**

### **Speech Description**

Your job will be to give an short informative speech. This speech will be on a topic that we have studied and discussed together. You will research the topic further and report on that research in your speech.

Your short speech only has to be about 3 - 5 minutes long. You will talk about the subjects related to what we are studying in our reading book. Your speech will have a beginning (the attention grabber + an introduction with the main idea), a middle (the body), and an end (the conclusion + a final point) and you will learn about and practice effective ways to deliver a speech. Read below for more details about the content and delivery of your speech.

You will first give your speech to a small group of classmates. This will be a warm-up to giving it to the whole class. Later in the quarter, you will give a longer oral report just to the whole class on a topic that you choose.

### **Steps for Preparation and Delivery**

1. The first step in developing the speech is to do some research. This means you have to find resources that give you information about your topic. You can read the resources you found in the library and determine how to use the information in your speech.
2. The next step is to do some brainstorming about your speech. This speech should have the same elements as a paragraph and an essay: a beginning, a middle, and an ending, but unlike writing, you have to change your communication in a speech because you are giving it live to your audience. You need to get and keep the attention of the audience. See below for more information about these parts of your speech and the worksheets to plan and organize your speech.
3. Next, you should write out your speech and practice it by yourself and with a partner in the class. Use word cards or some kind of outline to keep you on track when giving your speech. You also need to plan out your delivery. You should then practice the information you want to give and the delivery of the speech.
4. In the next step, you will deliver the speech to a small group. They will evaluate you and you will evaluate their speeches. This is an opportunity to improve.
5. Finally, you will deliver your speech to the whole class.

# Speech Components

## Introduction

**Part I - Attention Grabber:** This is where you greet the audience and capture the attention of your listeners. The following are some of the ways you can get the attention of your audience:

- **Ask a question.** Ask, for example, ***"Have you ever been afraid?"***  
This can lead to some response from the audience and should get them thinking about your topic.
- **Give some facts or statistics.** Tell them, for example, ***"I recently found out that there are over 12 million illegal immigrants living in the USA."***  
The information should get their attention because that is such a large number.
- **Tell a story.** People love stories because we all live in our own stories. Our lives are stories that involve others and so we pay attention when people tell their stories or the stories of others. This is why millions of books sell every year and there are always new movies about other people's stories. As an example, if your speech is about a World War II, you can ***tell about a relative or person you know who fought in the war.*** This makes it real to the audience.

**Part II - The Main Idea and Preview:** This is the part of the speech where you lead into **the main topic**. You can tell the audience what your topic is and what you will discuss. This is also where the audience finds out **the purpose of the speech**. You will also want to establish your **authority**. *Your* authority comes from your study of the topic. Tell the audience how you studied the topic by reading or listening to information. In the process of presenting yourself to the audience and establishing your credibility, you become able to persuade your audience because you are "trustworthy" enough to speak about the subject. Finally, you will give an overview of the main points of the speech. Ex: *"First, I will inform you about the invention of the kite. Then, I will explain the evolution of the kite. Third, I will introduce you to the different types of kites. Finally, I will inform you about various uses for kites."*

## Body

First you will need **a transition**. *This is a sentence signaling to the audience the end of the introduction and the beginning of the main part of the speech.* Sometimes this transition is as clear as saying, "I first want to ...." or "My first main point is ..." This tells the audience that you are about to begin the main body of the speech. If they are taking notes, they can start to build an outline of your speech.

Secondly, you will begin a detailed presentation of **the main points** and ideas of the speech. This is where you give a description of your supporting ideas along with examples and visuals to explain and/or clarify your points. Make sure that you know what your main points are so your audience will also know what to expect.

Thirdly, **make clear transitions** between each of the sections of your speech. Your audience should know that you have finished one main point and you are starting the next major point. This part is called a transition because it is here that you summarize one section and then make the connection clear to the next section.

As part of your presentation, you may also **cite your sources**. This is where you use a quote or refer to something you have read or heard about the topic. This is similar to citing your source on paper. When we cite a source in a speech, we often introduce it with some familiar phrases such as "As the author of the article says...." or "In the article I read from Time Magazine, the author tells about ...." You will want to keep quotes even shorter and rarer in speeches than in writing because it is hard for listeners to pay attention to long passages.

## Conclusion

You will need to provide **a transition to your conclusion**: a sentence signaling to the audience the end of the body part of the speech and the beginning of the concluding part of the speech. In the conclusion you may **paraphrase the main points**: This means you will restate your main points and ideas and emphasis on those parts of your speech you really want your audience to remember. Finally you will give **a closing statement**, which will be the point you want to have the audience remember. Speeches often end by bringing the audience back to the beginning. If you started with a quote, a story, a statistic, or a question, you can use it again as a way to conclude.

*All the parts of the speech can be practiced and prepared with the handouts.*

## Speech Delivery - What Makes Your Speech Effective

- Eye Contact - Eye contact is one of the most critical parts of your speech. In order to communicate effectively, you have to look at your audience and check that they understand you. The problem of making eye contact, however, is that it is hard because it can make you emotional and it can distract you from what you want to say. To build your confidence, you can practice what eye contact
  - by yourself by using a mirror,
  - with someone you are comfortable with talking to
  - with a partner in the class
  - with a small group
  - with the whole class
- Body language - Body language includes gestures and movement. The main rule here is to be comfortable. Some people naturally use body language and some don't. You will be more expressive if you can use movement and gestures to emphasize your main points, but if you are thinking mainly about this, you won't be comfortable and it will distract from your speech.
- Rate - This is how fast you talk. Since you are talking to an ESOL class, you don't want to rush through your speech. You want to take time to emphasize your points, but you also don't want to speak so slowly that others can't follow your points.
- Voice Quality - Volume - Is your voice loud and clear? Many students are shy so they speak in a soft voice that is difficult to hear. You will want to practice this with others to make sure you are using your voice effectively.
- Visual Aids: What types of visual aids are used? Are visual aids well prepared and are they suitable? In this first speech, you are not expected to prepare any visual aid. You also do not need to prepare a PowerPoint demonstration because it is more important to focus on the basics of preparing your content and delivery. Later, for your oral report, you may prepare visual aids to help communicate your main points.
- Preparation and Use of Notes - You should write out an outline of your speech and the whole speech that you want to give. You should also prepare your note cards. They should mainly have the main points or words that will remind you of your content. They can also have clues for delivery like PAUSE or TELL A STORY ABOUT....
- Practice - You will be a lot less nervous in giving your speech if you know it completely and if you have practiced giving it a number of times. Start by yourself and then practice with others.