

Informative Speech Guidelines

Basic requirements:

To develop and present to the class an original informative 5- to 8-minute presentation about a notable person.

The subject may be notable for either positive or negative reasons and may be from history, business, arts/entertainment, science, technology, politics, medicine, etc.

A minimum of six sources and one visual aid is required, using presentation software with backups. **No videos.**

A typed outline using our class outline format is required.

Speech is to be delivered in the extemporaneous delivery style **using only keyword note cards.**

Practice video must be recorded **directly into CONNECT and self-assessment completed** by the due date in your syllabus.

Informative Speech Evaluation Form

excellent (5) above expectations (4) acceptable (3) somewhat deficient (2) severely deficient (1)

A checkmark indicates full credit.

INTRODUCTION (10 points possible)

- _____ Speaker had an effective attention step
- _____ Speaker clearly previewed the main points and established credibility

BODY (15 points possible)

- _____ Each main point (Roman numeral) was clear/easy to identify
- _____ Each main point was well-developed, including adequate support material with proper citation
- _____ Transitions were effective

CONCLUSION (10 points possible)

- _____ Speaker restated the main points covered in the speech
- _____ Speaker brought speech to an effective close

DELIVERY (25 points possible)

- _____ Speaker maintained appropriate eye contact
- _____ Use of acceptable articulation and appropriate volume; few errors in pronunciation or grammar
- _____ Speaker used physical actions effectively
- _____ Speaker used note cards effectively
- _____ Visual aid was clear, helpful and professional in appearance and handling, with backup available

OUTLINE (25 points)

- _____ Followed class format

VIDEO RECORDING (15 points)

- _____ Informative speech practice video recorded into CONNECT and self-assessment completed

_____ **Speech grade** (total possible points: 100)

Informative Speech Example Outline

Student:

Course section number: COMM 2200-XX

Date:

Title: Inside India

Specific Purpose: to inform my audience about the diversity of India's geography and languages.

Central Idea: India is a country of great geographical and linguistic diversity.

Introduction

Attention: "Namaste." Do you know what I just said? The word Namaste is also used when saying "Goodbye." The same word may have two entirely different meanings.

Topic: This is just one example of the diversity of life in India.

Credibility: As a first-generation Indian-American, I have had firsthand experience with Indian life and culture.

Preview: Today I would like to give you a glimpse of India's diversity by looking at its geography and languages.

Transition:

Let's start by examining India's diverse geography.

Body:

- I. India is a land of great geographical diversity.
 - A. The northernmost part of India consists of the Himalayan Mountains.
 1. The highest mountain system in the world, the Himalayas separate India from China.
 2. The Indian Himalayas have many mountains over 20,000 feet high (Keay 100).
 - B. The central part of India consists of the Northern Plains.
 1. About 200 miles wide, these plains stretch across India from the Arabian Sea on the west to the Bay of Bengal on the east (Arnett 24).
 2. Within the Northern Plains, there is considerable diversity.
 - a. There is fertile farmland.
 - b. There are major cities such as Delhi and Calcutta.
 - c. There is the great Indian Desert.
 - C. The southern part of India consists of the Deccan plateau.
 1. Extending from the edge of the Northern Plains to the southern tip of India, the Deccan plateau is more than 1200 miles long.
 2. The Deccan Plateau includes many geographical features.
 - a. It contains farming and grazing lands.
 - b. It contains tropical forests.
 - c. It contains most of India's seacoast.

Transition:

Now that you know something about the geographical diversity of India, let's look at its linguistic diversity.

Informative Speech Example Outline, cont'd.

II. India is also a land of great linguistic diversity.

- A. The official language is Hindi.
 - 1. Hindi is spoken by 40 percent of the people ("Major" n.p.).
 - 2. The opening word of my speech, "Namaste," is Hindi.

- B. In addition to Hindi, there are 17 regional languages recognized in the Indian constitution.
 - 1. Their languages are as distinct from each other as English is from French.
 - a. Each has its own grammar and pronunciation.
 - b. Some have their own alphabets.
 - 2. Many of these languages have literary traditions that are two thousand years old (Dassgapat 33).

- C. India also has more than a thousand minor languages and dialects.
 - 1. These can change entirely from village to village (United n.p.).
 - 2. This often makes communication very difficult.

- D. Most educated Indians also speak English.
 - 1. The use of English comes from 300 years of British rule.
 - 2. English is spoken by two percent of the population.
 - 3. It is widely used in colleges and universities (Dassgapat 34).
 - 4. As linguist Kamala Singh has stated, the diversity of India's languages is unrivaled by any other nation (O'Sullivan 23).

Transition:

In conclusion...

Summary: You can see from India's geography and languages why it is such a diverse and fascinating country.

Close: Thank you and "Namaste."

Works Cited

Arnett, Robert. India Unveiled, 3rd ed., Columbus, GA; Atman, 2002.

Dassgapat, Swapan. "What India Thinks: Divided We Stand." India Today, 26 August 2002: 32-34.

Keay, John. India: A History. NY: Grove P., 2001.

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O'Sullivan, John. "Multicultural India facing Identity Crisis." Chicago Sun-Times, 5 March 2002, 23.

United States. Central Intelligence Agency. "India." World Factbook 2002. 1 January 2002.
9 May 2003. Cia.gov/cia.publications/factbook/geos/in.html