

Informative Speech Preparation Worksheet

1. Choose three topics that interest you.

- a) _____
- b) _____
- c) _____

2. Narrow each topic.

- a) _____
- b) _____
- c) _____

3. Choose the topic that interests you the most. Divide it into three or four subtopics.

- a) _____
- b) _____
- c) _____
- d) _____

4. Prepare an attention-getting opener.

5. Prepare a preview.

6. Prepare a summary.

7. Prepare memorable concluding remarks.

Informative Speech Preparation Checklist

Name: _____ Topic: _____

Due Date: _____

- Chose narrow, specific, achievable topic.
- Consulted outside sources:
 - Interviews Books Magazines
 - Newspapers Dictionaries Encyclopedias
 - Encyclopedic dictionaries Professional journals
 - Internet
- Chose organizational pattern.
- Prepared outline.
- Prepared body.
- Prepared preview.
- Prepared attention-getting opener.
- Prepared summary.
- Prepared memorable concluding remarks.
- Prepared transition after introduction.
- Prepared transition before summary.
- Prepared transitions in body.
- Prepared visual aids:
 - Objects Charts and diagrams Demonstrations
- Practiced speech with visual aids at least three times.