

Name: _____
Date: _____
Hour #: _____
Course: Speech I

Informative Speech Organizer

This page is designed to use at the beginning of your informative speech writing process.

The pages following this one are to be used when **ORGANIZING** your **RESEARCH INFORMATION**.
They should **NOT** be used to **WRITE** your actual speech! There should be **NO WRITING** of your speech in this packet!

I. Introduction = GET THE AUDIENCE'S ATTENTION ("hook") & SET UP YOUR TOPIC

Note: On your actual outline, your introduction would be written out word for word and would end with your thesis & and then preview statement. When delivering your speech, your introduction should be memorized (so you can have a confident start to your speech and establish strong eye contact with your audience), yet conversational.

II. _____ (speech topic)

A. _____ =MAIN POINT #1

B. _____ =MAIN POINT #2

C. _____ =MAIN POINT #3

III. Conclusion = WRAP UP YOUR SPEECH AND END IN A MEMORABLE WAY

(On your actual outline, your conclusion would be written out word for word. When presenting your speech, it should be memorized just like your introduction is memorized.)

(what writing your speech should NOT look like)



Instructions for using this speech organizer:



Ms. Price will walk you through this process in class...

- 1. First **highlight** all of the important and/or usable information in each of your sources.**
(Don't highlight huge chunks of information. Highlight the main ideas or details that you can use).
- 2. Number each of your articles.**
(Put a number in the top right corner of the article.)
- 3. Letter each separate section that you have highlighted.**
(Put the letter in the left margin. This will give you an "address" for each piece of information for quick reference later.)
***Example:** Article 2, section B...or "2B"*
- 4. Place each number/letter "address" under the proper heading in speech organizer (and summarize what that piece of information is about in parentheses).**
(Decide where each piece of information could be best used: in the introduction, under a specific main point, in the conclusion, etc.)
***Example:** 2B (info about Italian mob scare tactic –"Black Hand")*
- 5. Now that you have all your usable information in one place (your speech organizer), put in order each number/letter address on each page of this Organizer and put them in a logical order for your speech.**
- 6. Write your speech outline based on your speech organizer.**
*(Remember to write out your introduction, preview statement, and conclusion word-for-word. These portions of your speech **MUST** be completely memorized, yet delivered conversationally.)*

Introduction:

Write the number/letter of all research information that might be used in your introduction.

Then in parenthesis, summarize what that information is about.

DON'T WRITE OUT YOUR INTRODUCTION HERE... THIS IS FOR IDEAS FROM YOUR RESEARCH FOR YOUR INTRO.

Thesis & PREVIEW Statement:

(After getting APPROVED BY KP, write your thesis below, and a transition statement that previews your 3 main points and will lead you into your first main point/body of your speech.

Main point #1: _____

*Write the number/letter of all research information that might be used in your first main point.
Then in parenthesis, summarize what that information is about.*

Example:

2B (info about Italian mob scare tactic –“Black Hand”)

4D (info about why/how scare tactics began)

Main point #2: _____

*Write the number/letter of all research information that might be used in your second main point.
Then in parenthesis, summarize what that information is about.*

Main point #3: _____

*Write the number/letter of all research information that might be used in your third main point.
Then in parenthesis, summarize what that information is about.*

Conclusion:

Write the number/letter of all research information that might be used in your conclusion.

Then in parenthesis, summarize what that information is about.

DON'T WRITE OUT YOUR CONCLUSION HERE... THIS IS FOR IDEAS FROM YOUR RESEARCH FOR YOUR CONCLUSION.