

Speaking to Inform

1. The Speech to Inform

- Time: 5-7 minutes
- 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.

2. Resources for Informing

- Time: 8-10 minutes
- Objectives:
- Analyze the knowledge level of your audience regarding your chosen subject.
 - Focus your presentation at the audience's level of knowledge.
 - Build a supporting case for each major point through use of explanation, examples and information gathered in research.
 - Effectively use at least one visual aid to enhance the audience's understanding.

3. The Demonstration Talk

- Time: 10-12 minutes
- Objectives:
- Prepare a demonstration speech to clearly explain a process, product, or activity.
 - Conduct the demonstration as part of a speech delivered without notes.

4. A Fact Finding Report

- Time: 10-12 minutes
- 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.

5. The Abstract Concept

- Time: 10-12 minutes
- 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.

Note: For some speech projects, the presentation time may also include additional segments for such activities as question-and-answer periods, depending on the project.