

## The Informative Speech

For this assignment, you will prepare a 3 --- 5 minute speech with the specific purpose of helping your audience understand a topic.

You should meet the following criteria:

1. Use a minimum of 3 legitimate, reputable sources (for example: no Wikipedia). In your past speeches, you probably relied solely on personal knowledge and experience. This method alone will no longer be acceptable. You MUST have 3 sources in your bibliography, and you may only cite the sources you will mention in your speech.
2. You will mention your sources in your speech- this is called "oral footnote" or "oral citation." To use an oral citation, you want to mention the title of the source, the date of publication, and the author's name if the author's name is available.
3. Effectively create and utilize Keynote presentation to go along with your speech. The slides may not be used as giant note cards- you will not read information from them!
4. Conform to the time limit; points will be deducted every 15 seconds under or over the time limit. The best way to avoid this is to practice at home and time your speech. Aim for 4 minutes.
5. Turn in your topic approval and typed rough draft outline on the due dates listed.
6. Speak extemporaneously using notes on note cards. Do not read directly from note cards or visual aids.

Acceptable Sources include:

- Books (nonfiction)
- Periodicals (nonfiction magazines and scholarly journals) that can be found in print or online
- Newspapers found in print or online
- Online articles from reputable sites- please show them to me to gain approval
- Brochures and pamphlets
- Newsletters
- Reference books (dictionaries, almanacs, encyclopedia, etc.)
- Fiction books

Timeline:

Topic Approval Sheet due: \_\_\_\_\_

Typed Rough Draft Outline due: \_\_\_\_\_

Final Outline due: \_\_\_\_\_

# THIS IS A SAMPLE “SNAP--SHOT” OF WHAT A COMPLETED OUTLINE WILL LOOK LIKE

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Ms. Johnson

WRT 7

26 January 2016

## Hidden Poison

### I. Introduction

If I you asked me for face soap and I offered you coal, would you take it? What if you needed some deodorant and all the stores could offer you is formaldehyde? Would you use the formaldehyde in place of deodorant? Without question, most people would be absolutely repulsed by the idea of using such chemicals on their body, and yet people use these very chemicals on their bodies everyday. Harmful chemicals and their derivatives are frequently used in personal care products. As consumers, if we aren't careful, we will find ourselves slathering our faces with coal, formaldehyde, and other harmful chemicals. Fortunately, if we are aware of some common language that companies use on ingredient labels, we can avoid using these harmful chemicals on our bodies.

### II. Body

- A. Harmful chemicals can have extremely negative effects on people's health.
  1. In a 2013 article posted on healthychild.org, Dr. Frank Lipman states these chemicals are linked to cancer, hormone imbalance, asthma, autism, reproductive problems, allergies, joint pain, and even depression – just to name a few.
    - a. The thought of what prolonged exposure to the chemicals can cause is very frightening!

- b. What is even more frightening is the fact that many people have been using products with dangerous chemicals for years and exposing their families and friends to them as well.
- a. At this point, I am sure you are ready to find out more about these dangerous chemicals

### **III. Conclusion**

Chemicals were never meant to be used on our bodies. Prolonged exposure to them can lead to life altering and life terminating conditions and diseases. Fortunately, avoiding these harmful chemicals is possible by carefully reading labels and using the tools available to us to discover just what those words mean.

#### **Bibliography**

Lipman, Frank. "14 Chemicals To Avoid In Your Personal Care Products". *Healthy Child Healthy World*. EWG. 2016. Web. 19 January 2016.

Your Name

Teacher's Name

Class Grade

Day Month Year

Creative Title

## **I. Introduction**

Attention – getter

Establish a purpose for your audience to listen

Thesis statement

## **II. Body**

A. Main Idea sentence

1. 1<sup>st</sup> Textual example with oral citation
  - a. Reflection
  - b. Reflection
2. 2<sup>nd</sup> Textual example with oral citation
  - a. Reflection
  - b. Reflection

B. Main Idea sentence

1. 1<sup>st</sup> Textual example with oral citation
  - a. Reflection
  - b. Reflection
2. 2<sup>nd</sup> Textual example with oral citation
  - a. Reflection
  - b. Reflection

### C. Main Idea sentence

1. Textual example with oral citation
  - a. Reflection
  - b. Reflection
2. Textual example with oral citation
  - a. Reflection
  - b. Reflection

### **III. Conclusion**

Summarize your findings – you can restate your main idea sentences

State your thesis statement – you can use the same wording from the introduction

Clear close that leaves your reader something to think about.

### Bibliography

List your sources using MLA format.

