

# Speech Notebook–Answers

This packet will be an important resource for you as we go through our course. It will become a space to take notes, write down speech ideas, and organize your thoughts.

Write vocab terms, key concepts, big ideas, questions, or topics on this side of the line.

Write definitions, details, graphs, pictures, answers, summaries, dates, and other important information on this side of the line.

Why is public speaking important?

It allows us to form connections, influence decisions, and motivate change.

Lets you advance in school and in your career.

Improves critical thinking, leadership, logic, and research skills.

# Types of Speeches

Give the purpose and examples of each type of speech.

## Three Types of Speeches

### ***TO INFORM***

- Demonstrate how to
- Describe something
- Explain using visuals
- Define a theory or concept

### ***TO PERSUADE***

- Convince an audience
- Fact: Use data for support
- Value: Good vs Bad/ Right vs Wrong
- Policy: Gain support for new law

### ***TO ENTERTAIN***

- Depends on setting/occasion
- Graduation, wedding
- Comedy routine
- Improv theatre

# Good Speeches

List the qualities of a good speech

## ***STYLE***

The way you delivered your speech.

- Facial expression, voice
- Hold audience attention

## ***SUBSTANCE***

The content of your speech.

- Facts, data, sources
- Humor, credibility

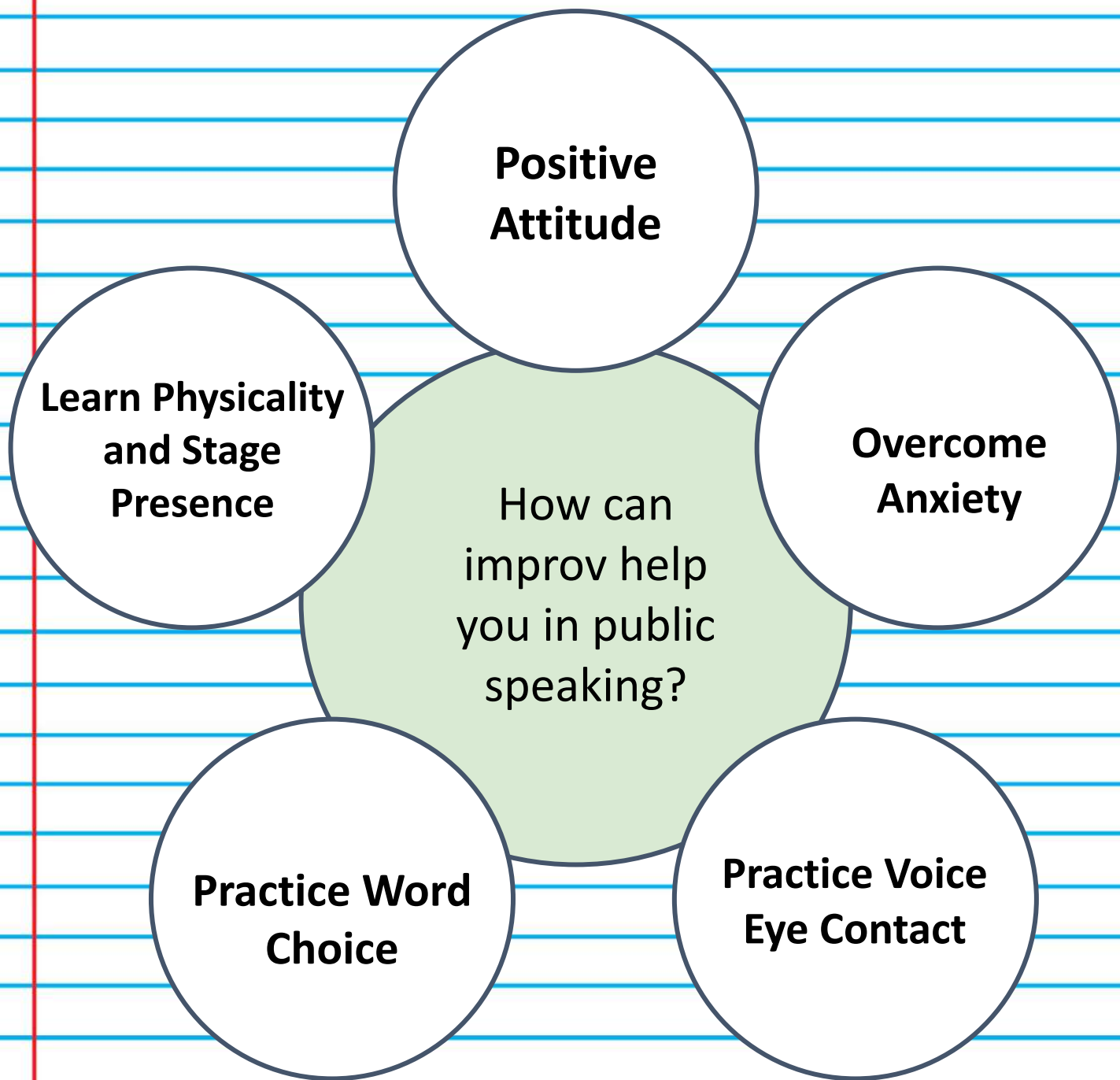
## ***IMPACT***

The impression you left.

- Your message was heard
- Your goal to entertain, persuade or inform was met

# Improvisation

**What is improv:** a form of theatre in which most of what is performed is unplanned



# Speech Writing

List the speech writing process to match the details

## The Speech Writing Process

### ***PREWRITING***

- Forming ideas or thesis
- Finding research
- Knowing the audience and purpose

### ***WRITING***

- Organizing the speech
- Hook at the beginning
- Telling a story or giving info or persuading
- Conclusion at the end

### ***EDITING AND REVISING***

- Grammar, style, voice
- Research and content
- Visual aids

### ***PERFORMANCE***

- Practice
- Timing
- Voice, volume, gestures

# Attention Getters

Attention getters are meant to grab the attention of the audience, establish your credibility as the speaker, relate to what you are going to talk about, and be short and to the point. Know your audience and purpose (informational, persuasive, or entertainment) to help you choose a way to start a speech.

## ***BRIEF STORY***

Funny or Dramatic  
Related to theme of speech

## ***BOLD STATEMENT***

Interesting fact  
Unusual statistic

## ***QUESTION***

Rhetorical  
Raise hand if...

## ***ILLUSTRATION***

Visual chart  
Meme or image  
Prop or object

## ***QUOTATION***

Unique or unusual  
Famous Person or not

# Informative Structure

Detail the structure for an informative speech.

Attention  
Getter

**Hook the audience**

Establish  
Credibility

**Straightforward and  
unbiased**

Audience  
Relevance

**Reason to listen to speech**

Thesis  
Statement

**The overall claim being made**

Preview of  
Points

**2-5 main points**

Body of  
Speech

**Give each point details/facts**

Conclusion

**Review main points  
Leave an impression**

# Informative Outline

**Topic:**

**Attention Getter/Intro/Overview:**

**Main Idea 1**

**Main Idea 2**

**Main Idea 3**

**Conclusion/Summary of Main Ideas/Restate Topic:**

# Informative Speech Title:

You can use this space to write your speech if you like.

# Persuasive Speaking

Describe the basics of persuasive speaking.

What is It?

Change an attitude, belief, value or behavior.

Functions

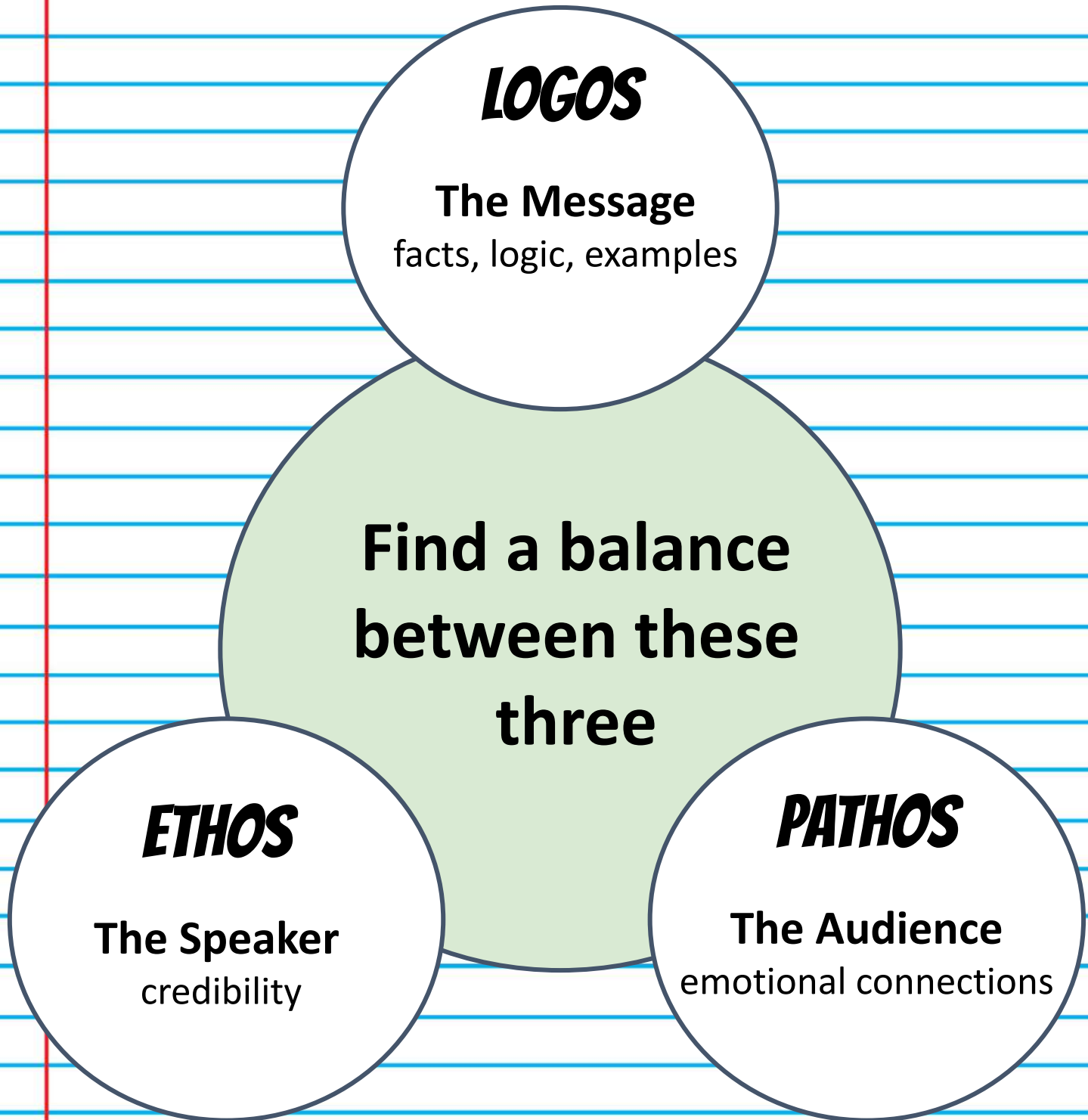
1. Convince
2. Respond with Action

Types

1. **Fact**  
(true/false)
2. **Value**  
(right/wrong)
3. **Policy**  
(laws)

# Persuasive Elements

What three elements need to be accounted for in every attempt to persuade?



# Persuasive Structure

Detail the structure for a persuasive speech using Monroe's Motivated Sequence—a common persuasive organizational technique.

## ***ATTENTION***

- Hook the audience
- Lay out the goals

## ***NEED***

- Describe the problem
- What happens if no action taken

## ***SATISFACTION***

- Solutions
- Obstacles

## ***VISUALIZATION***

- Positive outcome
- Negative consequences

## ***ACTION***

- Steps to take action

# Persuasive Outline

**Topic:**

**Attention Getter/Intro/Overview:**

**Main Idea 1**

**Main Idea 2**

**Main Idea 3**

**Conclusion/Summary of Main Ideas/Restate Topic:**

# Persuasive Speech Title:

You can use this space to write your speech if you like.

# Rant Writing

Plan your rant here. Remember to include support and examples.

**Topic:**

**Main Idea 1/Supporting Evidence**

**Main Idea 2/Supporting Evidence**

**Conclusion**

# Ranting: Mini Presentation (1 minute)

Use this space to write your rant:

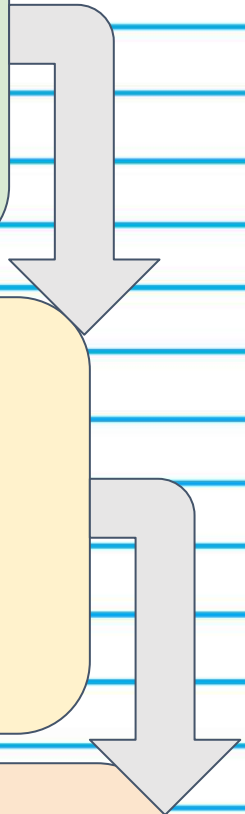
# Entertainment

**Topic or Story Idea:**

**Beginning:**

**Middle:**

**End:**



# Entertainment/Monologue

Use this space to write your entertainment or monologue piece: