**Informative Speech Preparation Worksheet**

Group Name:

1. What is the topic of your speech? Explain why it is appropriate for you to speak about.
2. Explain why the topic is appropriate for your audience.
3. Write your specific purpose statement in the space below.
4. Write your central idea in the space below.
5. Explain how you will introduce your topic. In the space below, write what you will say in the introduction in order to get the attention of your audience.
6. In the space below, explain what you will say in the introduction in order to establish your credibility in the introduction.
7. In the space below, write the preview statement you will use in your introduction.
8. What method of organization (e.g., topical, chronological, problem-solution, problem-cause-solution, or motivated sequence) will you use in the speech?
9. State in full sentences the main points you will develop in the body of your speech.
10. Describe what you will do to adapt the content of your speech so that it will be clear and interesting to your audience. Be specific.
11. What will you say in the conclusion of your speech? Describe what you will say in the conclusion that will reinforce the central idea of your speech.