Characteristics of a Speech to Inform

- Impart knowledge
- Enhance understanding
- Use information

Informative Speech Topics

- People
- Objects
- Places
- Activities & Events

Continued...
Informative Speech Topics

...continued

• Processes
• Concepts
• Conditions
• Issues

Guidelines for Speaking to Inform

• Stress informative purpose.
• Be objective
• Be specific.
• Be clear.
• Be accurate.

Guidelines for Speaking to Inform

...continued

• Limit ideas and supporting materials.
• Be relevant.
• Use appropriate organization.
• Use appropriate forms of support.
• Use effective delivery.