

## How-to Write an Informative Speech

1. Choose a topic
2. Brainstorm what makes that topic interesting. The areas that the typical informative speech focuses on are: historical or background information about the topic, definition or explanation of what the topic is, how the topic is impactful on the world and our lives, interesting facts or examples of the topic, the future or pros/cons of the topic.
3. Research these brainstorm areas and start to gather information. Informative speeches must have sources. Great places to start are: Wikipedia, Google searches with your topic and keywords from above (#2)
4. Write a first draft!
5. Get revisions and suggestions from coach
6. Write final draft

\*\*\*\*Informative speeches do well, often, with some “puns.” If this is not a familiar area or styling of writing for you, let the coach aid in adding these humorous parts. For instance, if you were doing an informative on “online dating” you might say, “we will browse or click on the different sites out there today.”

\*\*\*\*Remember, you are INFORMING. That means you must remain unbiased. If there are some downsides about your topic, you must talk about these too. Don’t be too one-sided. For example, if you were doing an informative on tattoos, you would have to be careful that you were not “anti” or “pro” tattoo. Your jobs are to present information and educate your audience.

Here is a link to an example of an informative speech:  
<https://www.youtube.com/watch?v=aHgShsOEZOs>