

Worksheet Chapter 14**The Informative Speech**

Directions: Answer the following items using complete sentences, proper punctuation and grammar.

1. Identify the goals of an informative speech.

2. What are the five methods of presenting information?

3. Explain the important of speaker credibility?

4. How should, could a person open an informative speck effectively?

5. Explain the six types of organizational patterns for an informative speech.

6. Explain how to close an informative speech effectively.

7. Explain how to adapt information to an audience.

8. What are the four ways of delivering a speech?

9. An informative speech provides information. What are the two major goals of an informative speech?

10. Narration is one method for presenting information. What are four others?

11. Explain what an introduction should accomplish.

12. One way of organizing the body of a speech is according to chronological order. In what cases would this be a good organizational pattern?

13. Another way of organizing the body of an informative speech is through comparison and contrast. In what cases would this be a good organizational pattern to use?

14. Suppose you wanted to show the causes leading up to certain events. What organizational pattern would be the best one to use? Explain why.

15. Suppose you wanted to save your most important point for last. What organizational pattern would you use? Explain why.

16. What does the conclusion of an informative speech accomplish?

17. When and how should audiovisual aids be used in an informative speech? Explain.

Directions: Define each of the following terms.

1. audiovisual aids - _____
2. cause and effect order - _____
3. chart - _____
4. chronological order - _____
5. climatic order - _____
6. comparison and contrast order - _____
7. critique - _____

8. definition - _____
9. description - _____
10. diagram - _____
11. ethos - _____
12. graph - _____
13. informative speech - _____
14. mnemonic devices – _____
15. narration – _____
16. process speech – _____
17. report – _____
18. spatial order – _____
19. topical order - _____