

Informative Speech Guidelines

In an informative speech students will examine a topic of interest and convey ideas and information clearly. They will present the informational piece by developing the topic with facts, definitions, concrete details, quotations, or other information and examples related to the topic. Students will be expected to present their topic to an audience with enthusiasm while speaking clearly at an understandable pace.

Speeches must be 2 to 5 minutes long and include the following:

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| Paragraph 1 | Introduction/Thesis (topic) statement |
| Paragraph 2 | Main Idea (subtopic 1) + Supporting Details |
| Paragraph 3 | Main Idea (subtopic 2) + Supporting Details |
| Paragraph 4 | Main Idea (subtopic 3) + Supporting Details |
| Paragraph 5 | Conclusion-restate thesis (topic) statement |

Students will be researching their topics in class and for homework. They can bring printed articles, read an informational book on their topic, watch a video clip or documentary on their topic, etc. Their task is to become an “expert” on their topic.

Once the research is complete, we will spend approximately a week outlining our speech using our research and graphic organizers.

Once our speech is outlined, then we will spend the next week writing, editing, and revising. Once the speech is written, your child will bring home the completed speech. They will be given time to “rehearse” the speech at home before presenting it in class.

The timeline below is tentative and details will come home regarding speech expectations as our class works through this project.

Timeline of events:

Choose a topic	February 6-7
Topic Choice Due	February 8
Research Topic	February 11-14
Outline Writing	February 19-22
Speech Writing	March 25 -March 1
Speech Presentation Rehearsal @ Home	March 4-8
Speeches Presentations	Week of March 11-15
Toastmasters Competition (one 4 th graders will be chosen to represent our class)	Date to be determined

