

# Informing Speech

**This task is about giving a speech to explain or teach something.**

Your task is to give a short speech to **explain** something new to your audience.

The audience may ask you questions at the end of your speech.

Your teacher will help you choose a topic and will tell you how long your speech needs to be.

Use the checklist below to make sure you have prepared your speech well.

Your speech will need to include:

- a beginning that clearly tells the audience what your topic is
- a middle that 'teaches' the audience something about your topic
- an ending that invites the audience to learn more about the topic.

You can use the checklist below to help prepare your speech.

<b>Have you:</b>	<b>Yes</b>	<b>No</b>
<b>• prepared cue cards to help you remember the main points of your speech?</b>		
<b>• practised speaking with a clear voice?</b>		
<b>• practised speaking without reading from your cue cards?</b>		
<b>• timed your speech?</b>		
<b>• thought about what questions the audience might ask you?</b>		
<b>Does your speech:</b>		
<b>• have a beginning, middle, and end?</b>		
<b>• entertain or interest your audience?</b>		