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Spring 2020

Comm.1-Chavez

Informative Speech Outline

Topic: Computers

General Purpose: To Inform

Specific Purpose: To inform the audience on the impact of Computers on society.

I. Introduction

A. Attention Getter: There are 4.5 billion active internet users in 2020 and by the end of today we will have created 2.5 quintillion bytes of data most of which is created through computers.

B. Preview: I will explain what a computer is, how computers have affected communication, and the workplace.

[Transition: First, I would like to explain what a computer is.]

II. Body

A.

1.

2.

[Transition: Next computers have affected the way we communicate tremendously.]

B.

1.

2.

[Transition: Lastly computers has also affected the way we work.]

C.

1.

2.

[Transition: ]

III. Conclusion

A. Review:

B. Memorable Statement:

Works Cited