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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 some of the impacts 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. (forbes 2019)

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. (GCFGlobal 2018) A computer is an electronic device that manipulates information.

1. These devices have the ability to store, retrieve, and process information such as word documents, photos, videos, and other types of data.

2. There are different types of computers, like desktop computers, laptops, and tablets. Other devices for instance Smartphones, smartwatches, and smart Tv’s are considered specialized computers.

[Transition: Next, I will examine how computers have affected the way we communicate.]

B. (Techtarget 2019) Telecommunication is the transmission of signals over long distances for the purpose of communicating.

1. We have gone from creating smoke signals, to the telegraph lines, to telephones, and now to using computers to communicate from short distances to just about anywhere.

2. Computers have given us the ability to not only send messages in an instant but to send photos and videos as well. They have also allowed us to share live video footage to just about anyone in the world.

[Transition: Lastly, I will go over how computers have changed the workplace.]

C. (Careertrend 2017) Computers can do repetitive task very quickly with little to no mistakes.

1. This has led to automation in industrial processes for example production lines now use computers to automate machines so that a product is processed in specific ways.

2. Another workplace that computers have changed are in Research laboratories. Scientists are using computers today to analyze and find patterns in hundreds of millions of data to create new technology and medicines.

[Transition: In conclusion, the impact of computers on society is tremendous.]

III. Conclusion

A. Review: I have gone over what a computer is, how it has affected communication and the workplace.

B. Memorable Statement: Computers will continue to change, they will get better, and so will we. Thank you.

Works Cited

1) Computer Basics: What is a Computer? (2018). Retrieved February 24, 2020, from <https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1/>

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3) Rouse, M. (2019, July 22). What is telecommunications (telecom)? - Definition from WhatIs.com. Retrieved February 24, 2020, from <https://searchnetworking.techtarget.com/definition/telecommunications-telecom>

4) Browne, C. (2017, July 5). How Have Computers Changed the Workplace? Retrieved February 24, 2020, from https://careertrend.com/computers-changed-workplace-2197.html

Topical