3. 1b: An informative speech is a speech you give to an audience with the purpose to deliver them information that they did not already know or to teach them more about a topic with which they are already familiar.

**The four types of public speaking:**

* informative presentations provide people with knowledge.
* informative presentations shape our perceptions.
* informative presentations also serve to articulate alternatives.
* informative presentations enhance our ability to survive and evolve.

3. 1c: Informative speakers need to be objective, credible, knowledgeable, and how they need to make the topic relevant to their audience.

* Definitional speeches:

In **definitional speeches** the speaker attempts to set forth the meaning of concepts, theories, philosophies, or issues that may be unfamiliar to the audience. In these types of speeches, speakers may begin by giving the historical derivation, classification, or synonyms of terms or the background of the subject.

* Descriptive speeches:

The purpose of **descriptive speeches** is to provide a detailed, vivid, word picture of a person, animal, place, or object. Audiences should carry away in their minds a clear vision of the subject.

* Explanatory speeches:

An **explanatory speech** (also known as a briefing) is similar to the **descriptive speech** in that they both share the function of clarifying the topic. But **explanatory speeches** focus on reports of current and historical events, customs, transformations, inventions, policies, outcomes, and options. Whereas **descriptive speeches** attempt to paint a picture with words so that audiences can vicariously experience it, **explanatory speeches** focus on the how or why of a subject and its consequences. Thus, a speaker might give a **descriptive speech** on the daily life of Marie Antoinette, or an **explanatory speech** on how she came to her death.

* Demonstration speeches:

The most practical of all informative speeches, a **demonstration speech** shows listeners how some process is accomplished or how to perform it themselves. The focus is on a chronological explanation of some process (how potato chips are made), procedure (how to fight fires on a submarine), application (how to use the calendar function in Outlook), or course of action (how court cases proceed to Supreme Court status). Speakers might focus on processes that have a series of steps with a specific beginning and end (how to sell a home by yourself) or the process may be continuous (how to maintain the hard drive on your computer to prevent crashes). Demonstration speeches can be challenging to write due to the fact that the process may involve several objects, a set of tools, materials, or a number of related relationships or events

3. 1d: Prepare a 3-minute informative speech where you present your history of AI ‘milestone':

* Create an outline for your presentation
* Think about the tool(s) that you would like to use for your presentation (e.g. PowerPoint, whiteboard etc.)
* Practice your presentation (this includes timing it!)