**Homework – 16**

**Overcoming Speech Apprehension by Practicing Delivery ( 347- 352)**

To make the speech effective speaker needs to practice more and more. When the script is ready a good speaker always practice with the script. If there is no script then he will practice with the key words. It will boost the confidence of the speaker and he will get to know his mistakes easily.

If he is using any tools like poster, video and power point slides then it will help him to know when to display them properly on time. He will get used to by practicing when to show what material.

He can also record his speeches for good outcome. If he record them then he can listen his speech as an audience and mark them as well. It will help him to find out any silly mistakes by evaluating.

**Informative Speaking**

An informative speech is one kind of speech that’s main goal is to tell the audiences about something new or unique that they may be do not know. There are some key points that a speaker needs to know before deliver an informative speech. His speech needs to have an interesting heading. Because with the heading only audience can get interest about the speech. Then he needs to have a detail information about the topic. For example, if he is telling about a person or a place or an incident then need to do a research about the background of that. Then he can gather all the information and provide the details.

There are two frameworks that a speaker can follow to prepare the speech. One is process speech and another one is expository speech. Informative speech main theme is to introduce about something new or old in an easy way of a complex topic. So, in process speech speaker tells about the topic that how it happen or where it comes from , what is it etc. those things he tells in a simple and easy way that everyone get to learn.

In expository speech speaker talks about the effect and consequences about his topic. By this audience will get to know about the value of this things around their surroundings.