

INSTRUCTIONAL SPEECH

Explanation & Process

SAMPLE SPEECH 5-A—Instruction =
Explanation (Stage Fright = Speech Anxiety)

page
53

ORAL PRACTICE 5-A—Explanation
(Health & Self-Improvement Subjects)

page
55

MINI-SPEECH 5-A—Explanation
(Health & Self-Improvement Subjects)

page
57

SAMPLE SPEECH 5-B—Instruction = Process
(How to Give a Really Good Speech)

page
58

ORAL PRACTICE 5-B—Process:
Giving Instructions (How to Do Something)

page
60

MINI-SPEECH 5-B—Process:
Giving Instructions: (How to Do Something)

page
62

PART FIVE

Part Five focuses on the *Language of Instruction*. In what situations and for what purposes do we need “instructional speech?”

1. To give reports and presentations at school or at work
2. To teach others something we know or train them how to do something.
3. To become known in our fields of study or expertise by giving speeches to groups.

To be effective, the language of instruction should be *very clear*, especially *well-organized*, and as brief as possible to get important points across. To instruct, teach, or train other people, we need to adapt our speech to the level of *their* understanding and background knowledge and experience. We may have to simplify our language and explain complex ideas in more than one way. During our presentation, we should check several times that our audience is getting the main ideas and following our logic or organization. We can *ask* listeners if they understand, but it is probably more effective to ask specific questions, to allow *them* to request repetition or clarification, and to encourage comments.



Because learning is *vital* to the progress of the world, it's very important to our listeners that we use the language of instruction effectively. On the other hand, it doesn't help to talk *too much*. We should tell our audience what they need to know and then stop talking.

There are two major kinds of instructional speech:

- EXPLANATION (why something is so, or how something happens). In an explanatory speech, it's helpful to include statistics (numbers that prove a point), reasons, examples, or other details that make the main points clear.
- PROCESS DESCRIPTION (how something is done, or instructions on how to do something practical). A "how to speech" usually includes demonstration, but it is probably best to keep *talking* while we are showing something—we should describe *in words* what we are doing.

While we're giving step-by-step instructions, we can use body language and gestures and pictures or objects to make clear what we want our listeners to *do*.

If we provide the necessary materials or things, they can try following our directions as we give them—or we can ask someone from the audience to help us demonstrate.

Where can we hear examples of Instructional Speech?

- LIVE LECTURES at local schools, colleges, libraries, religious centers, community meeting places, hospitals and health clinics, and other locations.
- TELEVISION: documentaries, reports on "news magazine" shows, lectures + demonstrations on *Public Broadcasting Systems* and other networks.
- INSTRUCTIONAL VIDEO (available at libraries, stores, and through the mail, but more often online): Common topics are health and exercise, self-help, cooking, home and car repair, and many, many others.
- RADIO: News reports (in depth analysis), talk shows
- AUDIO: Full and condensed readings of self-help and other non-fiction books, podcasts by individuals & groups.



WHAT'S THE MATTER, LITTLE BROTHER? YOU LOOK WORRIED.

YEAH, I AM. I HAVE TO SPEAK AT OUR GRADUATION CEREMONY TOMORROW.

OH, DON'T WORRY! YOU'LL DO GREAT! BESIDES, WHAT'S THE WORST THAT COULD HAPPEN? OF COURSE, YOU *COULD* GET UP ON THE PODIUM AND FORGET WHAT YOU WANTED TO SAY . . .

AND THEN YOU'LL START TO STAMMER. YOUR HEART WILL BEAT FASTER. YOU'LL TURN RED. YOU'LL NOTICE THAT YOUR SHIRT IS INSIDE OUT. YOU'LL BE SO EMBARRASSED YOU'LL ALMOST FAINT. AND YOUR AUDIENCE WILL ALWAYS REMEMBER WHAT A FOOL YOU MADE OF YOURSELF. AND AFTER THAT. . . HEY, WHAT'S THE MATTER *NOW*?

Do you suffer from "performance anxiety" when you have to give a report or speech to a group? If you've ever thought about or had a conversation like this one, then you'll enjoy listening to *Sample Speech 5-A*.