**Chapter 11 Summary: Gathering Information and Supporting Materials**

Gathering reliable information and strong supporting materials are essential for creating impactful speeches and presentations. Chapter 11 explores strategies for finding credible sources, selecting appropriate evidence, and organizing your materials to strengthen your message and engage your audience.

**Key Elements of Gathering Information**

1. **Define Your Purpose**:
	* Identify the goal of your speech—whether to inform, persuade, or entertain—and use it to guide your research.
2. **Find Credible Sources**:
	* Use books, scholarly articles, reputable websites, and expert interviews for accurate and reliable information.
	* Evaluate sources for credibility, timeliness, and relevance.
3. **Diversify Your Evidence**:
	* Gather information from multiple perspectives to enhance credibility and avoid bias.

**Types of Supporting Materials**

1. **Facts and Statistics**:
	* Provide concrete evidence and numerical data to support your points.
	* Example: "70% of students report feeling more confident after learning time-management skills."
2. **Examples**:
	* Real-life or hypothetical examples make abstract concepts relatable and engaging.
3. **Testimony**:
	* Use expert opinions or personal stories to add authority and emotional appeal.
4. **Analogies and Comparisons**:
	* Simplify complex ideas by relating them to familiar concepts.

**Strategies for Using Supporting Materials**

1. **Organize Your Evidence**:
	* Group materials under specific main points for a logical flow.
	* Use transitions to connect supporting details smoothly.
2. **Tailor Content to Your Audience**:
	* Ensure materials are relevant, relatable, and accessible to your audience.
	* Avoid overwhelming your audience with excessive data or overly technical language.
3. **Cite Your Sources**:
	* Provide proper attribution for all supporting materials to establish credibility and avoid plagiarism.
	* Example: "According to a 2023 study by the World Health Organization..."

**Why It Matters**

Strong supporting materials enhance the clarity, credibility, and impact of your message. By gathering reliable evidence and presenting it effectively, you can confidently and authoritatively inform, persuade, or engage your audience.