

NOTE: This example does not model the content of an ideal HUM speech; it merely illustrates the format you are expected to follow in this class.

Thesis: I will demonstrate how to care for postcards properly

- I. Introduction: You may have a hidden investment worth thousands of dollars.
  - A. A 1909 Labor Day postcard might be worth \$100 because few were printed and unions were unpopular then (Kimberly Lankford, Kiplinger's Personal Finance, February, 1998).
  - B. Forecast: I will demonstrate how to hold, sleeve, and archive a postcard.
- II. Body: Holding a postcard requires attention to hand oils and positioning.
  - A. Hold the card at the edges to avoid getting oil or prints on the surface.
  - B. Position your fingers to avoid folding the corners. Even if the card is rare, dog-ears, wrinkles, or tears reduce its value (Lynn Hopper, Indianapolis Star, August 16, 1998).
- III. Body: Sleeving a postcard requires proper materials and handling.
  - A. Employ semi-rigid or rigid plastic sleeves to protect your cards from dust and pollutants.
  - B. Insert the card by holding it by the edges.
  - C. Tap the card completely into the sleeve.
- IV. Body: Archiving the card requires a specialized box and stand-up placement.
  - A. Store your cards in a sturdy storage box.
    1. Purchase acid free boxes from collectors or office supply stores.
    2. Keep your box out of the sun or moist spaces.
  - B. Keep the cards upright to minimize the risk of them being damaged when you move the box, shifting its contents.
- V. Conclusion: Taking good care of your postcards requires attention to detail.
  - A. I've demonstrated how proper handling, sleeving, and archiving can protect your postcard collection.
  - B. At the beginning of the century, postcards were an essential method of communication; now they're a great investment to those who treat them carefully (Lauris Morgan-Griffiths, Financial Times of London, October 2, 1999).