Informative Speech - Speech 3

# Purpose of Assignment:

The purpose of this speech is to develop an effective presentation of information to the audience. The emphasis of this assignment is on the clear explanation of **complex** material. You should use various supporting materials, visual aids, and attention factors to make the speech clear and interesting to the audience. Choose a topic that is informative, **socially significant, and intellectually challenging**. You must conduct library research for your material. Your topic must be approved in advance and no more than one student can speak on the same subject. A **full sentence** outline is due on your scheduled speaking day.

# Requirements:

1. The topic should be informative and challenging to your audience. Do not tell things that are common knowledge or that are trivial to your particular audience.

2. The speech should be **SIX** minutes in length. Use only 3 note cards during speech. Please stay within the time limit. If your speech is over or under by more than 30 seconds there will be a deduction (5 points for every 30 seconds) and you will be cut off when you speak one minute beyond the time limit.

3. The three functional steps of the introduction and the three functional steps of the conclusionshould be clearly identifiable.

4. There should be a definite, logical transition bridging each component of the speech.

5. Each main point should be clearly stated and developed.

1. You are to relate the topic to your specific audience.
2. You are to use various attention factors and appropriate language for oral style.

8. You are to use various types of supporting materials for elaborating ideas (i.e., examples, testimony, statistics, explanations, definitions, etc.).

9. You are to use at least one visual aid according to guidelines presented in the text.

10. Adhere to the principles of clear explanation. Use organizers (signposts, enumeration, acronyms), emphasis cues, definitions, etc. where appropriate.

11. A typed **full sentence outline using the Outline Worksheet on Moodle**, submitted on the day of the speech, should:

--Provide your name and title of speech.

--State your thesis.

--Follow the correct outline format.

--State your organizational pattern.

--State your specific purpose**.**

--Include and label the three functions of introduction and conclusion (written out in full sentences as you plan to deliver it)**.**

--Use various attention factors and appropriate language for oral style.

--Use various types of supporting materials (Examples, testimony, statistics, explanations, definitions, etc.).

11. **Include a reference list in APA format with at least three published sources.**

12. Your presentation skills should include

--Natural and conversational delivery.

--Appropriate oral style**.**

--Extemporaneous mode, three notecards**.**

--Effective vocal and physical delivery skills.

--Effective use of visual aids.

# Criteria for Evaluation:

First, you must meet all of the above requirements to receive a passing grade for the assignment. Then, points will be assigned based on how well you carried out each aspect of the assignment. In other words, if each requirement is present, expect to receive about 70% of the possible points in that category (C range). If you fail to meet one of the basic requirements, the grade will be lowered on that component. If you not only meet the minimal requirements, but carry them out very well, expect to receive 80-90% (B range) or 90-100% (A range) of the possible points.

Total points for the assignment will be weighted as follows:

Outline 15 points

Organization 20 points

Content 20 points

Delivery 20 points

Overall Effectiveness 5 points

Total 80 points

# Suggestion for Preparation:

Keep in mind the importance of clarity. This is largely achieved through effective organization. Do not have too many points. Confine your speech to two or three main ideas and group the other points under these. Clarify the relationship between your points. Use clear, explicit previews, transitions and summaries. Keep your speech moving ahead according to a well-developed plan; do not jump from one idea to another.

Prepare your visual aids and gather your props and materials at once and practice with them. Practice the speech several times but do not memorize it word for word. Time your speech when practicing. If your speech is over or under by more than 30 seconds there will be a deduction (5 points for every 30 seconds). This assures everyone in the class an equal amount of time to speak. After you have written your outline, set it aside and practice speaking from brief notes.

**Communication 100 Speaker's Name:**

**Informative Speech/Speech 3 Topic:**

**Evaluation Form Time:**

Fill in your name and hand this in on the day that you speak. After it is returned to you with comments, keep it until the course is over. (The ratings on the subcategories stand for excellent, good, needs improvement and SEE ME. These subcategories are not of equal importance, so the ratings are not intended to "add up" to a score. The grade is based on my judgment of the overall effectiveness of the speech in the larger categories specified on the assignment sheet.)

ORGANIZATION

Introduction

Attention getter Ex G NI SM

Psychological orientation Ex G NI SM

Logical orientation Ex G NI SM

Body

Main points clearly stated Ex G NI SM

Appropriate overall pattern Ex G NI SM

Transitions

Logical relationships Ex G NI SM

Internal summaries & previews Ex G NI SM

Conclusions

Logical closure Ex G NI SM

Psychological closure Ex G NI SM

Clincher Ex G NI SM

CONTENT

Supporting Materials

Information appropriate for audience Ex G NI SM

Research is adequate and appropriate Ex G NI SM

Language use is appropriate and effective Ex G NI SM

Reflects specific purpose Ex G NI SM

Useful and effective examples Ex G NI SM

Clear and useful definitions Ex G NI SM

Sources Cited Ex G NI SM

Effective Lead-ins Ex G NI SM

Sufficient Support Presented Ex G NI SM

Attention Factors

Concrete & Close to home Ex G NI SM

Audience involvement Ex G NI SM

Variety & movement Ex G NI SM

Effective Visual Aid Ex G NI SM

DELIVERY

Extemporaneous delivery Ex G NI SM

Vocal Delivery

Avoids vocal distractions Ex G NI SM

Clarity of Enunciation Ex G NI SM

Vocal Variety (pitch, rate, volume) Ex G NI SM

Physical Delivery

Avoids distracting mannerisms Ex G NI SM

Relaxed alert posture Ex G NI SM

Purposeful/relevant movement Ex G NI SM

Gestures Ex G NI SM

Eye Contact Ex G NI SM

Facial Expression Ex G NI SM

COMMENTS:

SPEECH GRADE

TYPED Outline /15 points

Organization /20 points

Content /20 points

Delivery /20 points

Overall Effectiveness /5 points

Total /80 pts.