Informative Speech

You will be giving an informative speech where you will teach us a process. You will present this in an innovative and engaging manner. All topics must be approved in advance. Any topic changes must be approved by me no later than two CLASS periods before your speech is due.

This speech must be 3-5 minutes in length; there will be a five-point grade deduction for every 30 seconds you exceed or fall below the time requirements (after the first 30 seconds).

This speech will be based on your own experience and knowledge of a process. You are not permitted to utilize research unless you expressly cite the source verbally in your speech. Your information must be cohesive, organized and clear, with a focus on audience engagement and comprehension.

A visual aid must be presented in the body of your presentation and be used to enhance audience comprehension of material. Maximum length on a video or any technology that requires the speaker to remain silent is 30 seconds.

A full-sentence preparation outline will be submitted on the first day of speeches.

In addition to presenting your own speech, you will be responsible for providing feedback to all other speakers, in both written and oral form. You are required to be here on all speech days, not just your own.

**Grading**

15 points  Introduction (attention, central idea, adaptation, credibility, preview)
35 points  Body (language usage, organization of main points and subpoints, transitions, engaging)
15 points  Conclusion (summary, closure)
10 points  Visual aid (effectively designed and utilized)
25 points  Delivery (eye contact, gestures, posture/movement, vocal variety, volume, articulation, rate, use of notes)
50 points  Final outline (due first day of speech round)