

Guidelines for the Speech to Inform Using a Presentational Aid:

Prepare a 5 to 7 minute speech to inform on a subject of your choice in which you make use of at least one type of presentational aid mentioned in Chapter 13 of the Lucas text. Be creative and devise presentational aid(s) that will arouse and maintain your audience's interest during the speech, help clarify your ideas, and evoke their recollections of your message after your speech is over. Use the steps in preparing a speech discussed in the text and class, and follow the author's guidelines for using presentational aids.

Objectives of the assignment are :

1. to give knowledge of something: explain a **process**, an **event**, an **object** or a **concept**.
2. to give the listener a greater "understanding" about the topic chosen by thoroughly developing your ideas.
3. to substantiate the main points. Do this by using information from at least *two* different sources.
4. to *tell* listeners—as opposed to reading—by working from a speaking outline and knowing the details well. Eye contact is important.
5. to deliver your message with energy, exhibit preparedness and organization, and to demonstrate the mental set of "wanting" to share.

Specifics of the Assignment:

1. Your speech should be 5 to 7 minutes in length.
2. Your speech should have a distinguishable *Introduction* which includes the Central Idea and Preview, a *Body*, and a *Conclusion*.
3. You should draw up a full-sentence preparation outline with a bibliography of at least *two* different sources.
 - See Chapter 10 of the text for guidelines on composing your preparation outline and bibliography.
 - See the sample outline in the text as an example of how the outline and bibliography should look. Use either the MLA or APA formats.
4. Hand in your preparation outline at the beginning of the class period during which you are scheduled to speak. Do **not** try to speak from this preparation outline; you will want to develop a speaking outline for yourself. (A sample *speaking outline* can be found in Chapter 10 of the text.)
5. This speech will be video-taped, so bring a flash-drive (1 GB minimum), and submit it along with your preparation outline at the beginning of the class during which you are scheduled to speak.
6. Deliver the speech extemporaneously - practiced but not memorized. Although two or three note cards are acceptable, memorization and manuscript reading are not. **The speech delivered with extensive reading will receive no higher than a grade of "C."**

Grading:

This informative speech using a presentational aid speech is worth 15% of your total grade for the course. The general criteria used for evaluation of speeches can be found in the Course Syllabus.

There will be no time for make-up speeches during class. I *will* consider a before-class make-up speech only if it is an extreme emergency and *only* if the student can substantiate the nature of the emergency and the student was prepared to give the speech at the assigned time. (There will be no grade penalty if the above criteria are met.)

A lower grade will be given to the speech that is not accompanied by a preparation outline or an outline that does not meet the guidelines of the assignment. (For example, expect a lower grade if your preparation outline is not a sentence outline, or it does not include a bibliography of at least two sources.)

Some tips:

Get involved with your subject; select something that is of interest to you and to your audience. Practice delivering your information in front of another person (or a mirror). Remember to time yourself.

Contact me if you have any questions regarding this assignment. You are here to learn from your successes, and find out areas you need to work on. Approach every lesson with the attitude that is a learning experience. Don't think about it so much that it gets blown out of proportion - just sit down and DO IT!!