### Informative Speaking Assignment

Students should prepare a **5-7 minute speech** with the general **purpose of informing** their audience about a person from the past who was chosen as *Time’s Person of the year.*

#### SPECIFICS

* Time limit of 5-7 minutes with deductions for both under and overtime.
* Speech must include at least **three research sources** to support your point (presented both in your speech and on the corresponding outline). Sources should be verifiable and credible (according to the criteria presented in class/textbook/online).
* Delivery will be extemporaneous (you may have one side of two notecards for notes, no larger than 4X6)
* Speeches are worth 100 points broken down by sections (refer to grading scale presented in class)
* The *corresponding* ***formal*** *outline is worth another 50 points*. If an outline is not made available to the instructor **before the speech**, you will not be allowed to give your speech.
* Before you present your speech, you will hand in to me a packet of information consisting of:

***(1) your formal outline***

***(2) reflective outline questions***

***(3) the audience analysis sheet***

**TIME TABLE**

**Your outline is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Speeches will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**You must choose your speaking day by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Remember: speeches cannot be done after the assigned date and time and only those meeting the paperwork deadline will be allowed to present.** Please contact me if you need to have a particular date scheduled.

**AUDIENCE CONSIDERATIONS**

It is expected that your role as an audience member is just as important as your role as a speaker. For this reason, it is imperative that you attend class everyday speeches are being performed, listen attentively, ask the speaker relevant questions, and provide peer critiques when appropriate. This serves two functions: (1) all speakers need an audience and it guarantees one to your classmates, (2) it will help you be a better speaker by viewing “what works” and “what doesn’t.”

**Informative Speech Grading Sheet**

#### I. STRUCTURE AND FORMAT

A. INTRODUCTION

Attention-Getter/Capture the attention (5 points) \_\_\_\_\_

Motivational link/What is in it for the audience? (5 points) \_\_\_\_\_

Thesis/Assert the main idea (5 points) \_\_\_\_\_

Preview/Identify the main points (5 points) \_\_\_\_\_

B. BODY

Logical organizational pattern (10 points) \_\_\_\_\_

Variety of (effective, audience specific) supporting evidence (30 points) \_\_\_\_\_

Statistics \_\_\_\_\_ Quotations \_\_\_\_

Anecdotes \_\_\_\_ Examples \_\_\_\_

Analogies \_\_\_\_

Narrative \_\_\_\_ Other (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correctly used (if appropriate) visual aids (5 points) \_\_\_\_

At least three appropriate sources with verbal citations (5 points) \_\_\_\_\_

C. CONCLUSION

Summary of main points (5 points) \_\_\_\_\_

Closing of the thought circle (5 points) \_\_\_\_\_

**II. Delivery Considerations (Verbal and Nonverbal) (25) \_\_\_\_\_\_**

**Eye contact \_\_\_\_\_\_Purposeful Movement \_\_\_\_\_\_\_\_Gestures\_\_\_\_\_\_\_\_Paralanguage\_\_\_\_\_\_\_\_Vocalized Pauses\_\_\_\_\_\_\_**

Effective verbal and nonverbal responses to questions (5)

**TOTAL \_\_\_\_\_\_\_**

(-) penalty for time \_\_\_\_\_\_

Final Grade \_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Outline Rubric*

* Is the outline titled? (3 points) \_\_\_\_\_
* Are both the purpose and thesis statement written out? \_\_\_\_\_

(5 points)

* Are all of the sentences complete? (10 points) \_\_\_\_\_
* Are the Division and Format accurate? \_\_\_\_\_

(5 points)

* Do all the “A”s have a “B” and all the “1”s have a “2”? \_\_\_\_\_

(5 points)

* Is the level of detail correct (formal, but NOT a manuscript)? \_\_\_\_\_

(10 points)

* Are the intro and conclusion clearly explained? \_\_\_\_\_

(5 points)

* Are THREE sources cited on the outline and work cited page?? \_\_\_\_\_

(5 points)

* Are the Reflective questions complete? (2 points) \_\_\_\_\_\_

Subtotal \_\_\_\_\_/50

Nuisance Point Deductions \_\_\_\_\_\_ Not typed (-10)

\_\_\_\_\_\_ Not MLA (-10)

\_\_\_\_\_\_ not 2 copies (-5)

Final Grade \_\_\_\_\_/50

Audience Analysis Worksheet

A complete review of your audience is imperative if you want to have any hope of connecting with them during your speech. These questions are designed to make you analyze both the people you are talking to, as well as the speaking situation you may find yourself in.

Step #1: In a paragraph, describe the **demographic traits** of your audience.

Step #2: In a paragraph, describe the **situational traits** at the occasion which you have been asked to speak.

Based on the two preceding paragraphs, how did you craft your speech to best adapt to the audience (and accomplish your specific purpose)? **You must give specific examples from your speech.** For instance, you might explain how the example that you used in the first point is of a person that all of the people in your audience know.

**Reflective outline questions**

The following questions are designed to make you THINK about what you have included on your speech outline.  This is your final chance to reflect on your speech and make sure it includes all of the necessary elements.  Write the answers to the questions **DIRECTLY ON A SECOND COPY OF THE OUTLINE**

1.  Identify where the speaker articulates the attention getter on the outline.  What type of attention getting method is the speaker using?

2. Explain on the outline where and how the speaker established *the motivational link* to the audience.

3. Underline the thesis in both places it appears on the outline.

4.  Number the three main points in the speech preview.

5. Place an asterisk on at least 3 different types of supporting material. Label each type (quote, stat, etc.).

6. Circle each source that is used to support evidence in the body of the speech.

7. Double underline the sentence that summarizes the main points in the conclusion

8.  Place an arrow on at least 3 transition statements within the speech.

9.  Place an exclamation point near the title of the speech.

10.  Place a diamond on the works cited page if all the entries are alphabetized and have hanging indents.