

## Informative Speech

### Basic Guidelines

Speech must be 5-7 minutes in length. The delivery must be extemporized. Note cards are allowed, but no more than seven cards, with no more than 15 words per card will be allowed. Cards will be checked before the speech. Excessive note cards or speech scripts will not be allowed. Reading a speech is not an extemporized delivery, and therefore not a passing speech. Turn in a complete sentence outline of your speech before you speak. Your outline/research/preparation is worth 100 points. Your delivery is worth the other 100 points.

### Detailed Guidelines

For this speech, your goal is to significantly expand the audience's understanding of some appropriate topic. Any topic that the audience can learn from, that is appropriate for a college class, and that you can make interesting to them may be a suitable topic. The most desirable topics are current topics. Current topics are those for which there is recent news coverage. Other suitable topics are instructional, in which you teach the audience how to do something that they should know how to do, or how to do better. You get to choose the topic (as long as it is appropriate). Once a topic has been chosen by another student, it is no longer a good topic choice for you to choose. We don't need more than one speech on the same topic. You will not be allowed to do a reserved topic if your scheduled day is before that reserved topic.

**Topic Selection: On the topic due date, you will hand in a list of THREE possible topics you would be willing to speak about. Think of topics with which you are already familiar. These can range from sports and hobbies, to politics and health. The best topics relate to things that people are discussing RIGHT NOW (look through the "top stories" on sites like Yahoo, MSN, or Google for ideas). Using familiar topics decreases your anxiety for this first speech delivery and allows you to focus on the delivery instead of learning new material. For each of your topics, write a minimum of 4 sentences: explain the topic, your interest in the topic, why it would be a good topic for you to deliver and how it relates to your classmates (what, why, how). During class you will hand in this list and I will select one topic for this assignment. You will have this list returned to you before the end of class. I MUST approve of topics prior to beginning work on the speech. Total: 1-2 pages**

Research is required for this speech. You must use and orally cite at least three credible published sources. The quality of your sources is part of your grade. Not all sources are equally impressive to college professors, or other critical audiences. The research is part of your outline grade. The research is worth 30 points of your 100 point outline grade. Questionable website sources are worth zero. Good website sources are worth 8 points. Questionable printed sources are worth 5 points. Good printed sources are worth up to 10 points. Learn how to use the online library database to find magazines, newspapers, and journals as sources to support your speech. Get out of the habit of doing all website based research. You will not stand out as an impressive researcher if all of your sources, even good sources, are from websites. An MLA styled Works Cited list is required on your outline. Learn how to use EasyBib.com to get perfect MLA style.

Visual Aids are required for this speech. Make sure your visuals uphold the six principles of effective visual aids. Visual aids preparation is worth 20 points of your outline/preparation grade.

Come up with a logical and effective organizational pattern for your main points. Break those into sub-points, and then make those sub-points truly informative and interesting for the audience. The outline pattern, logical, formality, and completeness is worth 50 points of the outline grade.

Your speech will need an introduction and a conclusion. Your introduction will need three parts: a hook, a clarification of your topic and how you came to choose it, and finally a preview of what your main points are going to be. Your conclusion will need a review of your main points, and a clincher.

## **Grading Criteria**

Strive for strong extemporization. This means that you will have spent enough time writing a clear speech and practicing it properly that you can deliver it with strength and confidence, without relying too heavily on your notes. You cannot pass by reading your speech.

Strive for meaningful eye contact and connection with the audience. Maintain that connection and be sure to connect with all areas of the audience.

Strive for good gestures and body movements. Move your body to a different part of the stage when you transition between main points. Avoid distracting movements such as playing with jewelry, hands in pockets, or pacing/dancing/rocking movements with your feet and body.

Strive for a professional appearance. Dress professionally. Casual, every-day attire fails to establish personal ethos. To be an A-level speaker, you must dress like an A-level speaker.

Strive for a dynamic delivery. That is, you should seem to be interested in your own speech, and you should communicate that enthusiasm to the audience with your vocal style and body movements.

Strive for appropriate and variable vocal pitch, volume, rate, and tone, based on the nature of the speech content.

Strive for clear and interesting external transitions between main points.

Strive for a flawless formal, logical and complete outline. To be formal, the outline should use formal and consistent notation style and indentation. It should be a final draft without errors. It should be stapled and clean. To be logical, it should demonstrate logical subordination and coordination. To be complete, it should show, in logical outline format, all the speech content in key phrase format. See the sample outline on this document for a good model of what your outline might resemble.

## **Personal Checklist**

I want an A on this speech, so I will make sure of the following:

- I will choose a topic that will be a good use of my audience's time. They will learn a lot from it, and have better lives because of that information.
- I will not read my speech. I will speak from minimal note cards.
- I will dress to impress on my speech day.
- I will be on time on my speech day.
- I will have my outline neatly printed and stapled.
- I will practice my speech many times so that I know how long it will be.
- I will create and practice an interesting hook for the very beginning of my speech, without using false starts.
- I will create and practice external transitions between my main points.
- My research will demonstrate impressive skills at finding credible, printed sources from the library online database.
- I will create impressive looking, beautiful and helpful visual aids, practice with them, and not stare at them during my speech.

**Sample Informative Speech Outline**  
**Using the Chronological Organizational Sequence**  
**Please use sample speeches on Prof. Kahn's webpage to follow**

Listed below is the Work Cited page as my sample does not have one.

Works Cited

Kwak-Heffernan, Elisabeth. "Life-or-Death Decisions." Backpacker Oct. 2008: 39-46.

Maxa, Christine. "Going with the Flow." Arizona Highways June 2001: 14.

Rauber, Paul. "How Not to Die in the Wilderness." Sierra Jul/Aug 2009: 46-49.

**Notice how these citations are in MLA style. You need to make sure your sources are in MLA style for the final outline.**

**We will follow the same procedure on attaching resources and highlighting the quotes as used in the Tribute Speech.**