

Public Speaking Assignment

Informative Speech

The purpose of this speech is to educate and inform your audience about a particular subject. You are encouraged to select topics that are useful and interesting, but remember they need to be legal and appropriate for a college classroom in California. In addition, extremely polarizing issues such as immigration, health care, marriage or reproductive rights, the legalization of vices, or any other divisive topics are not appropriate for this class. You will need to turn in complete preparation and speaking outlines, while the speech itself should be delivered extemporaneously from the brief speaking outline. The time limit for this speech is 5:00-5:30.

Evaluation will focus on such basic matters as establishing eye contact, avoiding distracting mannerisms, formulating a sharp specific purpose statement, fulfilling the functions of an introduction and conclusion, limiting main points and arranging them properly, and employing connectives effectively. You are required to use at least 3 outside sources that you will cite during your speech. The use of a visual aid is optional for this speech.

You should make sure you present the information clearly and systematically. You will also need to pay attention to the organizational structure of your main points as well as your supporting information. If you choose to use a visual aid, be sure to follow the guidelines discussed in Chapter 13. If you are using PowerPoint, be sure to follow the guidelines for PowerPoint explained in appendix 2 of the textbook. Grading for the speech will be based on the following questions:

1. Does the speech conform to the kind of speech assigned?
2. Is the speech ready for presentation on the assigned date?
3. Did the speech conform to the time limit?
4. Did the speech fulfill any special requirements of the assignment such as preparing an outline, using visual aids, conducting an interview, etc.?
5. Did the speech have a clear specific purpose and central idea?
6. Did the speech have an identifiable introduction, body, and conclusion?
7. Did the speech show reasonable directness and competence in delivery?
8. Was the speech free of serious errors in grammar, pronunciation, and word usage?
9. Did the speech deal with a challenging topic?
10. Did the speech fulfill all major functions of a speech introduction and conclusion?
11. Did the speech display clear organization of main points and supporting materials?
12. Did the speech support main points with evidence that meets the tests of accuracy, relevance, objectivity, and sufficiency?
13. Did the speech exhibit proficient use of connectives—transitions, internal previews, internal summaries, and signposts?
14. Was the speech delivered skillfully enough so as not to distract attention from the speaker's message?
15. Did the speech constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience?
16. Did the speech sustain positive interest, feeling, and/or commitment among the audience?
17. Did the speech contain elements of vividness and special interest in the use of language?
18. Was the speech delivered in a fluent, polished manner that strengthens the impact of the speaker's message?