

## INFORMATIVE SPEECH

3-5 minutes

MAXIMUM POINTS: 75

**GENERAL:** This is an informative speech that must be centered on **an issue of social significance**. Take the position of a teacher, not a lawyer. Choose a topic that is not only interesting to you but also meaningful to your audience as well. Remember, new or unusual topics will peak our interest and encourage greater audience attention. A visual aid is required in this speech to help us understand your information.

### Requirements

#### GRADING:

**Outline:** Your speech needs to meet the basic requirements found on the Informative Speech Evaluation form. This is the form I will use to grade your speech. You should use it as a checklist when writing and practicing your speech. Your outline must be typed, free of spelling errors, and properly formatted. Your sources need to be typed and in the correct bibliographic format at the end of your outline (see LBCC Library Home Page). On the day you speak, you must hand in the following: 1 typed outline of your speech and the Informative Speech Critique Form. **Failure to have your outline or critique form results in 3 points deducted for each missing item.** You **MUST** also bring a VHS tape. **Failure to bring a tape results in an ability to only earn up to 50% of the total points.** Your video self-analysis form is due the next class period after you speak. **Sources:** You will need at least 3 outside research sources in this speech to qualify for a "C" grade, 4 for a "B", & 5 for an "A". **You must orally cite within your speech all the sources listed in your bibliography.**

- Inform us by describing an object, person, place, concept, event, process, condition, or issue
- Use the formal outline format to write your speech
- Use an appropriate pattern of organization for your main points (pg. 206).
- Build in transitions throughout your speech so it flows smoothly.
- Present current information in a balanced, **UNBIASED** manner.
- Make the importance of your topic clear to your audience.
- Support your claims with a variety of credible materials & use information that clarifies and supports your claims.
- Orally cite all sources listed in your bibliography!!
- Effectively use language and adapt your speech to your audience.
- Use an extemporaneous delivery style
- Create a visual aid
- Stay within time limits!