

## **PUBLIC SPEAKING ASSIGNMENT #1: INFORMATIVE SPEECH (15%)**

**DEADLINE: THURSDAY MARCH 18<sup>TH</sup>, 9:00 P.M.**

**LENGTH: 7-8 minutes long**

### **PURPOSE AND GRADING**

The purpose of your speech is to increase the audience's knowledge in a specific subject area and your goal is to ensure the audience's comprehension and retention of your message. The topic of your presentation will be decided upon based on your own interests, major, knowledge, skills and personality, following a short individual discussion session with me that will be arranged via Blackboard Collaborate/email/phone.

You will be graded based on how well you organize and develop your message as well as on how well you deliver your speech -- that is, in free and dynamic speaking mode with effective use of audio/visual aids. The required time-frame for your informative presentation is 7-8 minutes. You will present your speech to an adult audience of your own choice, numbering 2 or more persons, in a face-to-face context.

The presentation must be video-recorded and uploaded on Moodle.

The speech outline and full speech text are also to be uploaded on Moodle separately as **ONE WORD document** together with the slides.

### **GUIDELINES AND SPECIFICS**

#### **1. Content: Organization and Development**

Make sure that you **narrow down your topic very specifically** in order to give **in-depth information** and attain your goal, which is to **increase the audience's knowledge**.

With regard to content, you must structure and develop your speech very carefully in order to enhance the **audience's comprehension and retention** of your message. Remember to use a **variety of types of telling** (definition, exemplification, narration, statistics, description, quotation, comparison and contrast, repetition and restatement) purposes of depth and interest. **Do the same for showing** (pictures, tables, maps, cartoons, graphs and so on) **Include a purpose and preview statement in the introduction and a purpose and review statement in the conclusion.**

#### **2. Delivery: Visual and Vocal Aspects**

With reference to your speech delivery, it must be **extemporaneous**. You must present freely and dynamically with confidence and enthusiasm, effective eye contact, good posture, expansive gestures, and strong vocal qualities -- color, flow, energy as keyed to rate, pitch, and volume. In general, remember that if you rely mostly on your notes/read you will risk losing your audience's interest while if your delivery is just a memorized rendition, you risk sounding inauthentic and losing credibility. In order to present extemporaneously in this **free, spontaneous and dynamic manner**, you must **prepare very well**, giving yourself ample time (three to five days) to rehearse and thus grow in confidence and establish strong stage presence. If you prepare well, you will know you have and this will 'show' -- that is, you will perform better/this preparation will materialize in terms of greater speaker confidence and enthusiasm.

### 3. Use of notecards or an electronic device during delivery

For reference and/or confidence related purposes you may use 3' x 5' notecards or an electronic device such as your phone or tablet. These brief notes (phrases or full sentences at times) are meant to jog your memory with regards to sequence of points, quotations or numbers you are to give and so on. They are not meant to be a full text/ manuscript of your speech that you read. This would negate the objective of delivering your speech in an extemporaneous manner.

You may choose not to use notecards or an electronic device at all. It is advisable, however, to have notes handy should you need to refer to them at some point.

### 4. Audiovisual Recording of Presentation

Set up your presentation with **an audience 2 persons or more in an environment adapted to purpose**. This may be an office/study/or dining area. Your audience may be seated behind/ around a large dining/meeting table/desks or in chairs/sofas in a semi-circular/linear formation. Make sure you have **a clear vision of each member as this will facilitate effective eye contact with all**. Connect your laptop to **a large television screen** to show your power point slides. **Make sure the television is elevated to your eye level** so you can easily refer to the images /graphs/ cartoons accordingly without having to bend over or look up high. This will facilitate effective rapport with the audience and allow for enhanced credibility.

Have someone shoot the presentation from the very back, **beginning with a panoramic shot of the audience and room**. The shooting must thereafter focus on the speaker, **with 4/5 close-ups. The speaker must be in full shot/full view so posture, gestures, face and bodily movement is captured**.

The **shooting ends with a long pan shot of the audience**, much like in the beginning.

### 5. Uploading of Audiovisual Recording (7 marks)

The recording is to be uploaded on Moodle in the designated file location via **OneDrive** – sharing of link - in Word document. If you are facing any technical issues regarding recording or uploading, please contact the EUC support desk via email and CC me also so I can follow up on matters should that be required. A number to call also is 22713138. Do not wait until the last minute to deal with the technical aspects of the assignment.

### 6. Uploading of Speech Content in **ONE WORD DOCUMENT AND PPNT SLIDES** (8 marks)

A Word document with (1) formal speech outline, showing main divisions and subdivisions, using correct symbols and list of sources together with the **full speech text** and (2) slides are to be uploaded on Moodle in the designated file location.

REMEMBER YOUR SPEECH IS 7-8 minutes long.

As a general guideline keep in mind that on average we speak at a rate of 120-150 words per minute. Check/time yourself

**'Preparation is the key to success.'** - 'Failure to prepare is preparing to fail!'

**Please start working on your speeches the soonest. The sooner you start, the sooner you finish and the more confident you will be! With good preparation, you will feel and know that you are ready to deliver your speech successfully.  
So GO for it!**

ENJOY DOING YOUR SPEECH PRESENTATIONS!  
I LOOK FORWARD TO YOUR PRESENTATIONS!