**Introduction Speech 1 Assignment**

Speech 1, **Introduction speech**. The objective of Speech 1 is to introduce yourself to your classmates. It may involve you discussing a hobby you find joy in a sport, an academic outlet, a career, a family member, etc. The point is for your fellow classmates to learn about yourself. **YOU NEED TO GET YOUR TOPIC APPROVED BY ME PRIOR TO SUBMITTING ANYTHING.** From this experience, you will gain feedback and ideas to keep in mind when you prepare for Speech 2. After you give Speech 1, give yourself some feedback. What did you do well? What areas of your speech could be improved? Keep this in mind for future speeches.

As part of the assignment, you are required to turn in a formal sentence outline. An example of the formal sentence outline for Speech 1 is provided.

Your instructor will assign Speech 1 and will let you know how you will receive feedback. Please review the Speech 1 evaluation form and outline grading form. The evaluation forms explicitly describe the criteria for Speech 1. Following is a list of criteria that should be met for Speech 1:

**Introduction**

* The introduction should include an attention-getter, a reason to listen, a clear thesis (purpose), and a preview of main points. In other words, grab the audience’s attention in an appropriate manner, indicate the main idea of your speech, and let us know what two or more points you will be discussing to develop your speech.

**Body**

* The body of the speech should include clearly stated main points and the development of each main point.
* The development of each main point should include a restatement/explanation and support material. Support for each main point could be information involving statistics, testimony, or examples.

**Conclusion**

* Restate the main points (remind us what they were), redirect to the thesis (guide us back to your general speech purpose), and provide closure.
* **Don’t just run away or end things abruptly!** Let the audience know that you have reached the end of your speech
  + Ex. In conclusion, to summarize, to wrap things up, etc.

**Delivery**

* Deliver the speech extemporaneously- speak in a conversational manner with note cards to remind and guide you as you speak. **Do not simply read your speech to the audience!**
* Maintain appropriate eye contact with your audience. Plan ahead so that you will be comfortable and prepared for your speech. That doesn’t mean that your speech should be memorized- it should be extemporaneous.
* Your speech should be two to four minutes long. Your instructor may time your with a stopwatch, so be sure to practice.

**Evaluation Form Artifact Speech**

**Self-Introduction Speech**

Speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 = Excellent 3 = Competent 2 = Needs Improvement 1 = Insufficient 0 = Did Not Do

**Introduction**

4 3 2 1 0 Captures attention and interest

4 3 2 1 0 Provides a reason to listen

4 3 2 1 0 Introduces a clear thesis and specific purpose

4 3 2 1 0 Preview of main points

**Body**

4 3 2 1 0 Organizational logic or pattern make sense

4 3 2 1 0 Main points are clearly identified

4 3 2 1 0 Transitions with internal summaries are evident and effective

**Delivery**

4 3 2 1 0 Delivery is extemporaneous (Conversational, did not read)

4 3 2 1 0 Effective use of voice (not monotone, too soft, too fast, etc.)

4 3 2 1 0 Maintained eye contact with audience

4 3 2 1 0 Freedom from distractions (pacing, swaying, fidgeting, “um,” “ok”)

**Conclusion**

4 3 2 1 0 Signals the end of the speech

4 3 2 1 0 Reaffirms main points

4 3 2 1 0 Reinforces the specific purpose

4 3 2 1 0 Vivid and memorable closure

**Comments**

\_\_\_\_\_ Observers 2-4 minute time limit

Final score may be deducted up to 5 points for going over

or under one minute and up to 10 points for going over or

under two minutes

\_\_\_\_\_\_ / 60 Points

**Evaluation Form for Speech 1 Outline**

**Self-Introduction Outline**

**Introduction (8 Points)**

\_\_\_\_\_ Attention-getter (2)

\_\_\_\_\_ Reason to listen (2)

\_\_\_\_\_ Thesis (2)

\_\_\_\_\_ Preview of main points (2)

**Body (8 Points)**

\_\_\_\_\_ Follows the rules of formal outlining by indenting correctly (2)

\_\_\_\_\_ Follows the rules of formal outlining by using appropriate numbers and letters (2)

\_\_\_\_\_ The main points provide logical and compelling support that further the thesis (1.5)

\_\_\_\_\_ The sub-points represent well thought-out examples, reasons, or arguments (1.5)

\_\_\_\_\_ One sentence per point (1)

**Transitions (2 Points)**

\_\_\_\_\_ Transitions are used between each main point of the speech (2)

**Conclusion (6 Points)**

\_\_\_\_\_ Reaffirms main points (2)

\_\_\_\_\_ Restates thesis (2)

\_\_\_\_\_ Stresses the importance of the topic through a final statement (a clincher) that leaves a

lasting impression in the minds of the listeners (2)

**Grammar (1 points total)**

\_\_\_\_\_ Complete sentences are used throughout the outline (.5)

\_\_\_\_\_ Free of spelling (.25)

\_\_\_\_\_ Free of grammatical errors (.25)

\_\_\_\_\_\_\_\_ / 25 Points