INFORMATIVE SPEECH #2 INSTRUCTIONS {ONLINE}

Criterion:	**Requirements:**
Time Limit:	4:00 – 5:00 minutes
Topic:	Select from an object, process(excluding food) or a concept Submit the topic in CANVAS for APPROVAL {instructor **will not** assign topic}
Organizational Pattern:	Chronological, Spatial, Causal, or Topical
Outline:	Preparation outline and page used for speaking 1. Preparation outline should be in complete sentences. It should be everything you plan to say. 2. You can have up to five main points. 3. Main points must be supported by at least two sub-points. 4. Subpoints must be supported by at least two sub-sub-points. 5. Sub-sub-points must be supported by at least two sub-sub-sub-points.
Page Spoken From:	1. The page you use to speak from is to help you remember what you want to say and in what order. 2. Just don't forget to say your references when you use the information from them (*see next box*). Remember - do not **READ** your speech to the audience. If you do read the speech, you will receive a **10-point** deduction.
References/ Sources (3):	Three (3) required – one source should be an interview, a newspaper, a book, a periodical or a report; the second and third sources can be any source 1. Find two(2) pieces of information from each source. This information will be said out loud during the presentation. This means there will be six separate citations said during the speech. *May use more than two pieces of information from the references.* 2. When quoting or paraphrasing the information out loud during the presentation, a verbal in-text citation will be given in APA format. 3. A verbal citation should include the following information: a. *Dense Citation* – should contain the who, what, when, and where b. *Light Citation* – should contain either who or what 4. References should be typed at the end of the preparation outline using APA format. If you need assistance with this, go to www.citefast.com to create the list of references used.
Visual Aid:	Electronic presentation {PowerPoint, Prezi, Emaze, etc.} If Keynote is used, it must be exported to a PDF or PPT before submitting. Presentation should support the speech – not distract from the information. 1. Eight to ten (8-10) slides should be used – this includes one title page slide and one page of references. a). First slide will be the title slide, don't forget your name b). Second slide will introduce the points you plan to discuss c). Each main point should have its own slide

<table>
<tr><td></td><td>d). Next to last slide will wrap everything up
e). Last slide will include all of the references (images & sources)
2. Have a theme or backbone slide – choose an appealing, consistent template or theme; good resource www.fppt.com
3. Select an audience friendly font size: nothing smaller than 30pt
4. Keep the text simple: want audience to listen to you present the information, instead of reading the screen. Use bullets or short sentences and try to keep each item to one line.
5. Balance creativity with clarity – keep slides simple for audience to understand; use animation very carefully
6. Show the audience what cannot be said; keep the focus where you want it
7. Cite your sources while presenting the speech
8. Show slides when it's relevant – use a black screen or a blank slide to hide slides you're not ready to show the audience
9. The presentation media will be submitted in the assignment.
And remember – speak to your audience, not your media!</td></tr>
<tr><td>Practice:</td><td>10 Times
A. Number the page 1-10 and write down the start and stop time each time you rehearse the speech.<table><tr><td></td><td>Start</td><td>Stop</td></tr><tr><td>1.</td><td>0:00</td><td>2:15</td></tr><tr><td>2.</td><td>0:00</td><td>2:45</td></tr></table>B. You may rehearse your speech more than ten times.</td></tr>
<tr><td>Attire</td><td>Your dress should be business casual. The speaker is to dress more formal than the audience. "Appearances count, especially in public speaking. Your clothing should enhance your speech. This demonstrates respect for your audience. Dress one step up from what you usually wear to class."(Coopman & Lull, 2015, p.247). If still unsure, search for "business casual dress" on the Internet or contact your instructor.</td></tr>
<tr><td>Vocalized Pauses</td><td>["uh," "um," "and," "oh," "like," "you know," etc.] is a distraction in speeches. For each vocalized pause a speaker uses ½ point will be counted off.</td></tr>
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Checklist for items to be submitted for a grade:		☑
Outline:	Preparation outline	
Page spoken from:	Can be typed or a scanned hand-written document	
References:	Scanned items or links used {submit ALL references used}	
Practice	Times rehearsed {submit a document}	
Visual Aid	Electronic media {submit a file}	

If all items are not submitted, it will result in a 0 for the assignment.

If you have any questions, regarding this presentation, please contact your instructor.