# Informative Speech Presentation Information

The goal of the Informative Speech is to **share new information with your audience or expand on their current knowledge regarding the topic**. Keep this in mind as you are preparing this speech. Students must select a topic from my topic list. You should share your topic with me for approval via BB Course Messages to ensure there are no duplicate presentation topics. The directions for how you should submit your topic selections are posted on BB.

For this speech presentation, students must submit one full-sentence outline, a visual aid, and a speech presentation video. The full-sentence outline must be submitted via the Turn-it-in drop-box on Blackboard (BB). Students must also submit a presentation aid via the presentation aid assignment drop-box on BB, and the speech video must be submitted via the assigned drop-box. A handout or PowerPoint presentation are the only approved presentation aid options for this speech assignment.

Additionally, please remember that ALL assignments submitted via the drop-box on BB should be submitted as a PDF or WORD document ONLY. The video presentation must be submitted as a Google drive link or YouTube link. If I cannot open it, then I cannot grade the assignment, and you may receive a grade of zero points for the portion of the assignment I cannot view. Finally, please remember when submitting an assignment via the Turn-it-in drop-box or assignment drop-box on BB, you will receive a submission receipt via your email. If you do not receive a receipt, then the assignment was not properly submitted. <u>The receipt is your proof of submission.</u> You should also pay attention to the submission icon in your My Grades section; this along with your submission receipt will help you ensure you have properly submitted your assignment.

The informative presentation should follow the following guidelines:

1. Length: 4 - 6 minutes with a *30 second cushion* on each end. The cushion is like a time grace period where points will not be deducted. Students will lose points for a speech that is outside of the cushion (too short or too long). This means you should PRACTICE and time yourself.
2. Outline and References:
    a. The full-sentence outline should follow the template provided on BB. The template is a Word document filled with examples and instructions so that you can essentially fill it in with your information and build a proper full-sentence outline. Read and follow the outline directions as communicated on the outline. The submitted outline should NOT include my directives and examples. They should be deleted as noted in the directions on the outline template.

i. Also, please keep in mind that the full-sentence outline should contain all the information you plan to share in your speech presentation in detail.
    1. Good example: "Did you know that the current APR for a home loan is the lowest it has been in a decade?"
    2. Bad example: "I will start with a rhetorical question." - this example does not share your speech information. It simply tells me your plans = it belongs on your rough draft.
ii. Remember, the presentation is extemporaneous. It should not be delivered by way of the manuscript method; you should not read your speech. I do not expect your oral presentation to match your outline verbatim, but I do expect all the information you plan to share to be communicated in your speech presentation.
iii. You may use a delivery outline. Your delivery outline should be written on notecards, sticky notes, or your tablet. You should NOT have a complete copy of your full-sentence outline written out on your notecards or on your table. Students typically end up reading their speech when they have a complete copy of their outline during their presentation. Reading your speech will result in a point deduction.

b. There is a **minimum** requirement of 3 references for the Informative Speech presentation. These should be evaluated and creditable references! I expect students to perform thorough research and verify each reference based on what was learned from the textbook, lecture material, and Library Orientation.
c. Your full-sentence outline should follow APA formatting guidelines.

3. Visual aid: Each student is required to have a PowerPoint, Prezi presentation, ***or*** handout.
    a. PowerPoint/Prezi – 5 slides maximum (not including title slide and reference slide) Note: your reference slide should include only the references present on the PowerPoint/Prezi presentation. Your reference page with your outline should include all references used and discussed in your outline and speech presentation.
        i. In your speech video, your PowerPoint presentation should be clearly visible during your speech presentation. You can hook up your laptop to your TV and display your presentation during your speech.
    b. Handout – 2 pages maximum
        i. The handout should be referenced during the presentation. You can display your handout on a screen behind you during your presentation, or you can reference it as if the audience has a copy in their hands. If the presentation was face-to-face, the audience would be given a physical

copy. However, when people share virtual presentations that include handouts, copies are typically emailed out in advanced or shared via a downloadable like just before or during the video presentation.

*Finally, please remember to follow the directions. You may lose points for failure to follow directions.*