Assignment: Informative Presentation Assignment

****Online Students….Please make sure to read statement at the end of this document.**

Face to Face Students: Must upload into CANVAS and Provide a Hardcopy of outline in Class Prior to presenting speech.

Informative Presentation Requirements:
Required Elements of Assignment: Presentation, Formal Outline (must be detailed), Works Cited Page (a minimum of 5 sources in MLA format), Visual Aid (Visual Aid must be incorporated into your Presentation)

*Your Informative Presentation will not be graded until **ALL** required elements of the assignment are uploaded

Informative Outline, Works Cited Page, and Visual Aid MUST be uploaded into Canvas.

General Purpose: To inform, Explain, Discuss, Describe, or Tell.
Demonstration Presentations are NOT acceptable for this assignment.

Specific Purpose: To expand the audience's knowledge on a topic. To inform audience about some defined aspect of an object, event, or concept.

Length: 5-9 minutes in length (30 second grace period. If over, 1 point off for every 15 seconds over or under that)

Topic:
*Speech about an object, person, or place
*Speech about an event
*Speech about a Concept
****Do not give a process, how-to or demonstration speech for this assignment.

Requirements:
*The goal of this speech is to inform the audience. At the end of the speech, the audience will have a balanced view of the selected topic based on your research.
*The audience should not know your attitude or personal viewpoint on the topic.

*The speaker should provide the facts so that the audience can decide what (if anything) is important. Do not urge the audience to act on an issue.
*Visual Aid is a requirement and MUST be incorporated effectively into Presentation. A technology based visual aid is required such as a powerpoint, prezi, or slideshow. You do not have to have a slide to cover everything that you talk about…only pivotal, important information…Complex information that needs to be seen and heard

Organization:
*A typed formal outline is required for this speech and should include all relevant content and sources. Follow the rubric requirements and review sample outlines in Canvas.
All main and subpoints must be typed in complete sentence format and ensure to follow basic outlining guidelines discussed in class. – Outlines that do not follow rubric requirements may be returned ungraded.

Speech Organization
Introduction: Attention Getter, State Thesis, Preview Main Points

Body: 3 main points - Use transitions and signposts so that each main point is clear as you progress

Conclusion: Cue Conclusion, Sum up main points, restate thesis, provide a clear ending

Sources:
*At least 5 **credible** sources must be mentioned in the speech and referenced properly in outline. If you have more than 5 sources, which is great, then ALL sources must be cited *Works Cited Page is required and sources must be cited in MLA format – See guidance in Speech Assignment Livebinder
*Sources will be checked to ensure there was no plagiarism
*If plagiarism is discovered students will fail the assignment.
See Outline/Works Cited rubric for grading

<u>Online Students:</u>
A minimum of 3 audience members are required when presenting speeches on video. You MUST show these members when you begin the speech. It is preferable that if at all possible, the camera show the back of the audience members heads,

throughout the presentation. Your video will not be graded if audience members are not shown.

Your video will not be graded for the following reasons

- Unable to hear
- Unable to see you
- Unable to grade posture/gestures due to camera angle
- Student is sitting down
- Audience Members are not visible or 3 audience are not featured
- Visual Aids are not incorporated