Informative Speaking Assignment

The purpose of this assignment is to improve your (a) critical thinking, (b) organizational, and (c) public speaking delivery skills. It also aims to sharpen your listening and speech criticism skills.

You will prepare and deliver an 8-minute informative speech. This speech must aim mainly to inform, not to persuade. The topic for your speech must be appropriate for your audience (college-educated adults) and expand their knowledge.

1. Receive topic/specific purpose approval by email from your instructor. Only students presenting this email will be permitted to speak (for a grade).

2. Research a variety of credible sources to explain ideas clearly, fully, and memorably. You must use and cite in your speech (called “oral footnotes”) at least 4 credible sources for this assignment. Three of these sources must come from material published or posted within the last 4 years (2005 to present). You must also use and cite a personal interview which you have conducted with a real, live expert.

3. Develop a formal preparation (sentence) outline that reflects a logical organization of content. You must have a proper sentence outline to receive a passing grade on the assignment.

You will not “speak from” your preparation outline. You may use “speaking notes.” These are limited to one page or to a few 3x5 cards.

4. MS PowerPoint is required. Your slides may be plain, but they must be clear. Bring your files on a flash/jump/USB drive. You are required to use the computer and technologies provided. No other software programs will be loaded on any YSU classroom computer.

5. Due the day of your speech – one properly labeled letter-sized manilla folder containing: (1) copy of the topic/specific purpose approval email; (2) wp’d/typed sentence preparation outline, (3) reference page, (4) two copies of the “Informative Critique Sheet” containing your name, your topic, and your speech title; and (5) a clean hard copy of your PowerPoint presentation (print 6 slides per page). Only students with these materials in hand will be permitted to speak.

6. Be sure to test your PowerPoint files on the classroom computer. Don't forget to bring your PowerPoint data file and your speaking notes (which you will not turn in).