

Informative Speaking Assignment

The purpose of this assignment is to improve your critical thinking as well as your organizational and public speaking 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. You will choose your topic randomly from a pool of topics. You will then explore that topic until you find a specific dimension of it that will be appropriate for your audience (college-educated adults) and expand their knowledge.

1. Receive your topic assignment during class. Begin investigating it until you understand its boundaries and also how its various components cohere. Write up a short outline of how you might present your topic and the main points/steps you might feature. Send me this (“topic”) outline in the format provided. Typically this outline will need to be revised once or twice. Once I approve it, put a copy of my printed reply in your manila folder. Only students presenting this email will be permitted to speak for a suitable 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 should come from material published or posted within the last 5 years.
3. Develop a formal preparation (sentence) outline that reflects a logical organization of content. You must have a proper sentence outline in your manila folder to receive a passing grade on the assignment. These outlines normally are three to four pages in length, single spaced.

You will not “speak from” your preparation (“sentence”) outline. You may use a version of your topical outline or “speaking notes.” These are limited to one page or to a few 3x5 cards. Nobody but you will ever see them.

4. MS PowerPoint is required. Your slides may be plain, but they must be clear. That means make sure they are (1) **high contrast**, (2) graphic, **not verbal**, and (3) **large print**. Do not use your PowerPoint slides as your speaking notes.

Bring your files on a flash/jump/USB drive or network download. You are required to use the computer and technologies provided. No other software programs will be loaded on any YSU classroom computer.

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).

5. Due the day of your speech – one properly labeled letter-sized manila folder

containing: (1) copy of the specific purpose/outline approval email; (2) wp'd/typed sentence preparation outline, (3) reference page, (4) a clean hard copy of your PowerPoint presentation (print 6 slides per page), and (5) two copies of the "Informative Critique Sheet" containing your name, your topic, and your speech **title** (not **topic**). Only students with these materials in hand will be permitted to speak for a grade.

6. Your speech will be timed. Practice it until you are confident you can deliver it satisfactorily within the 7-minute to 9-minute window.
7. Your speech will be recorded as a video. You will be expected to operate the recording system. Your photo will be taken with your PowerPoint title slide.
8. Your speech assignment will not be complete until you turn in by email a one-page "reaction paper" in which you identify one or two things you did well **on your media file** and one or two things you would like to improve.