

SPEECH #1 – INFORMATIVE PERSONAL EXPERIENCE

POINTS: 50 (5%)

TIME: 2-4 MINUTES

INSTRUCTIONS

1. PROJECT BACKGROUND AND DESCRIPTION

- **Practical Value:** *You have had several personal experiences that have shaped your understanding and appreciation of yourself and others. This assignment allows you to reflect on experiences to consider how those experiences may have shaped your life.*
- **Practical Skills:** *You will learn or improve your organizational, outlining, formatting, writing, editing, interpersonal communication, decision making, time management, listening, feedback, audience analysis, compliance, creative, collaborative, public speaking and reflection skills.*

2. PROJECT SCOPE

- **Purpose:** *The purpose of this speech is to search for meaning in your experiences and attempt to clarify how they have impacted your understanding and appreciation of life.*

This will be your first opportunity to speak before the class, relax don't be nervous. Tell us about your summer or last big family holiday, a day at the movies etc. It is a great opportunity to observe your audience, learn the dynamics in the room and begin to master the skills you will need for upcoming presentations. Use this assignment to inform the audience about a specific personal experience and how it has shaped your life.

3. REQUIREMENTS

- **Delivery of Speech** – 10 Points
- **Outline of Speech** – 15 Points
 - **Format:** *Typed and double-spaced. Handwritten assignments will not be accepted.*
 - **Margins:** *One inch margins.*
 - **Font:** *Times New Roman.*
 - **Font Size:** *12 pt.*
- **Note Cards** – 5 Points
- **Peer Evaluation Form** – Due in folder – 5 Points
- **Verbal Self/Peer Critique** – Due after speech – 5 Points

4. DELIVERABLES

- **Recording:** You will record this speech at home or on campus one week before the due date. This will allow you to personally critique your performance, and bring the recording to class to share with a peer of your choosing to get feedback. This will help to improve your grade.

Please bring your recorded speech on a tablet, laptop, or phone on the assigned date. The instructor will NOT provide a recording device for you. Please complete the feedback form and include it in your folder on the day you give your speech.

- **Outline:** Should be submitted in a folder before you speak. After your speech please turn in your speaking notes.
- **Note Cards or Speaking Notes:** Students may use written note cards **or** typed speaking notes.
- **Speech Evaluation Form:** Select one speaker and provide individual feedback. Use the “Written Peer Critique: Speech Evaluation Form” as a guide.

Please note: Points are deducted from your grade if you do not record your speech or do not turn in the personal critique based on a review of your recorded presentation.

5. TIME MANAGEMENT

- **Due Date:** Please review the class schedule for due dates
- **Late Work:** Late speeches will not be accepted
- **Correct format:** Handwritten outlines will not be accepted.
- **Outlines:** Students who fail to turn in an outline one week prior to their presentation will not be allowed to deliver their speech.

Remember – Your first presentation is worth less than the second and third; it is an excellent opportunity to understand what you should work on to make your next presentation great.

SPEECH #1 – INFORMATIVE

WRITTEN PEER CRITIQUE: SPEECH EVALUATION FORM

POINTS: 50 (5%)

NAME OF SPEAKER: _____

YOUR NAME: _____

TOPIC: _____

DATE: _____

WHAT DID YOU LIKE? _____

PLEASE CIRCLE YES OR NO

DID THE SPEAKER SEEM TO HAVE A **CLEAR INFORMATIVE** PURPOSE? YES NO

WAS “INFORMATION HUNGER” CREATED? YES NO

WERE IMPORTANT POINTS EMPHASIZED? YES NO

WAS THE SPEECH CLEARLY ORGANIZED AND STRUCTURED YES NO

DID THE INTRODUCTION – YES NO

ESTABLISH IMPORTANCE OF TOPIC TO AUDIENCE? YES NO

PREVIEW THESIS? YES NO

PREVIEW MAIN POINTS? YES NO

DID THE BODY OF THE SPEECH –

*CONTAIN **THREE TO FIVE** MAIN POINTS?* YES NO

*CONTAIN **TRANSITIONS**, INTERNAL SUMMARIES, AND INTERNAL PREVIEWS?* YES NO

CONTAIN POINTS ORDERED TO BE EASY TO UNDERSTAND AND REMEMBER? YES NO

DID THE CONCLUSION OF THE SPEECH –

REVIEW MAIN POINTS? YES NO

REMIND AUDIENCE MEMBERS OF THE IMPORTANCE OF THE TOPIC TO THEM? YES NO

PROVIDE THE AUDIENCE WITH A MEMORY AID? YES NO

WAS THE LANGUAGE CLEAR? YES NO

DID THE SPEAKER USE **VERBAL** CITATIONS **CONSISTENTLY**? YES NO

PLEASE WORK ON _____
