English 12

Informative Speech

Assignment Sheet

**Overview:** The purpose of this assignment is to give you an opportunity to prepare and present a longer extemporaneous speech on a topic of your choice. It will provide you with further practice at oral presentation techniques, creating outlines, and researching and properly citing information. All of these skills will be used in this class throughout the rest of this school year as well as at the college level.

**Assignment:** Choose a topic of your choice and prepare an 8-10 minute informative speech with a PowerPoint slideshow as your visual aid.

**Specific Requirements:**

* You must have a minimum of 16-20 slides.
* You must have an introductory slide with your name and a title (Does not count towards the 16-20).
* Each slide must have text and a graphic/picture.
* You must have a concluding slide that leaves us with a final thought or point to consider.
* You must have a works cited slide with proper works cited entries in MLA format listed in alphabetical order. PowerPoint does not allow for hanging indents so just add an extra space between entries (Does not count towards the 16-20).
* Each slide that has researched information must have a citation located in the bottom corner of the slide.
* You must have a typed outline that accompanies your slideshow. For help, follow the format on page 12 of the Marlette Writing Guide and look at the examples. Your introduction and conclusion should be written out word for word and included on your outline.

**Final Points:**

* PowerPoint presentation needs to be submitted to turnitin.com
* Print off a thumbnail version of your slideshow (six slides per page) and turn it in with your typed outline on the day you give the presentation.
* We will begin presentations on **Friday October 14.**

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Score Sheet Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Content**

Introduction builds interest in topic/gets audience’s attention (10) \_\_\_\_\_\_\_\_\_

Topic has a sense of completeness - no unanswered questions (40) \_\_\_\_\_\_\_\_\_\_\_

Typed outline is complete, accurately formatted, and logically organized (40) \_\_\_\_\_\_\_\_

Conclusion ties together key points/ leaves listener with final thought to ponder (10) \_\_\_\_\_\_

Total Content (100) \_\_\_\_\_\_\_\_

**Slideshow**

Text is written in short, bulleted points (3-5 words for each point) (10) \_\_\_\_\_

Font size and color makes for easy readability (10) \_\_\_\_\_\_\_

All elements on slide are consistently sized/spaced for neat, professional appearance (10) \_\_\_\_

Graphics on slide enhance and relate to the written content (10) \_\_\_\_\_

Slideshow is proofread and contains no spelling errors (10) \_\_\_\_\_\_

Total Slideshow (50) \_\_\_\_\_\_\_\_

**Speaking Presentation**

Frequent, consistent eye contact (10) \_\_\_\_\_\_

Speaking rate (10) \_\_\_\_\_\_

Inflection, voice variety (10) \_\_\_\_\_\_

Volume (10) \_\_\_\_\_\_

Non-verbal gestures enhance and don’t distract (10) \_\_\_\_\_\_

Total Presentation (50) \_\_\_\_\_\_

**Time** (8-10 minutes) (Ten point deduction if outside time range) \_\_\_\_\_\_\_\_

Total Score/Grade (200) \_\_\_\_\_\_

**For a grade to be given works cited/citations must be accurate and complete, thumbnail copy of slideshow must be turned in, and slideshow must be submitted to turnitin.com**