

Demonstration Speech

Purpose: Informative speeches take many forms, one of which is the demonstration speech. The primary purpose of any speech to inform is to ensure the audience's clear understanding of the ideas presented.

The Assignment: This 4-5 minute speech (4 minutes minimum, 5 minutes maximum) asks you to explain and demonstrate to the audience the steps involved in carrying out a certain task or process.

Content: The topic should be informative and challenging to this audience. For this speech, select a topic that you are already familiar with on which you can quickly gather additional information. Keep in mind the importance of clarity in relaying the content of your speech to your audience. Do not have too many main points – confine your speech to two or three main ideas and group other points under these. Be sure to clearly explain the relationship between your points. Use clear and precise language in your previews, summaries, and transitions.

Organization: The functions of the introduction that are covered in the document “Effective Introductions” on swicks.weebly.com should be clearly identifiable to the listener. In addition, there should be a definite, logical oral transition bridging each component of the speech (a list of common transitions appears on swicks.weebly.com). Each main point should be clearly stated, and each should be clearly developed. Keep your speech moving according to a well-developed organizational plan; do not jump back and forth from one idea to another.

Delivery: Delivery is to be extemporaneous. Be sure to prepare this speech with enough time to practice using your speaking notes. Practice the speech several times but do not memorize it. Time your speech, and get a sense of where you should be in your speech with 2 minutes left, 1 minute left, etc. Please try using no more than **THREE** note cards (one side each), which contain **KEY** terms and words that will help you remember your speech. Maximum eye contact and fluid delivery of clear points are your goals.

Visual Aid: You are to use at least one visual aid. Please be sure that it/they is/are not messy, are easy and quick for you to set up and take down, and appropriate to the audience.

Outline: An outline following the format given on swicks.weebly.com is due the day you give your speech.