

## Informative Speech Assignment

For an informative speech, the speaker's main intent is to share knowledge and understanding. This task is more challenging than simply presenting information; it is aligned with the act of teaching. The speaker-teacher must fully command the material, understand his/her particular audience's knowledge and attitudes, and consider the factors of occasion in the speech's communication environment.

### Informative Speech Requirements

1. You should consider the following when choosing a subject:
  - should be of some value to your audience
  - should enrich their knowledge and understanding
  - can be researched in a timely fashion
  - can be narrowed to fit the time limits of the assignment
  - is something worthwhile to you
2. The speech should be 4-6 minutes in length. The best speeches will use the allotted time efficiently and effectively. That means good speeches are NOT longer than 6 minutes or shorter than 4.
3. You must fulfill the requirements and the function of the introduction and conclusion.
4. You must present the body of your speech in a way that helps your audience to **easily** follow, learn, and remember your material. You must use correct grammar, establish organization through transitioning, and fully develop each key point with well-researched supporting material.
5. You must use and cite, at least, 3 different sources (documented quotes or paraphrases) in your speech. Sources must be documented using MLA guidelines.
6. Your presentation must be well prepared, rehearsed, and professional.
7. You must deliver your speech extemporaneously—**Do Not Read** your speech verbatim. 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 use no more than THREE note cards, which contain KEY terms and words that will help you remember your speech. Maximum eye contact and fluid delivery are your goals.
8. You are to use a PowerPoint as your visual aid for this speech. Please do use the "How to Create an Effective PowerPoint" resource on [swicks.weebly.com](http://swicks.weebly.com) as a guide for this visual aid.