

Oral Communication Informative Speech

Name _____

Learning Objectives:

Students will conduct and synthesize research from reliable and unbiased sources on a topic of their choosing.

Students will organize a developed outline with a well-crafted Introduction, Body and Conclusion.

Students will deliver an effective speech that utilizes strong vocal and physical choices.

Expectations:

1. Students will select topic. They will communicate their topic to instructor for approval.

Topic Selection: 10 Points

2. Students will Research various unbiased sources through FHS Library databases. They will create a Works Cited Page with at least **2** sources they'll be using for their speech. Students will also verbally cite at least two sources during the live speech. **Works Cited**

Page: 20 Points

3. Students will an outline in Google Docs using mostly Key Words and Phrases. **Outline: 45 Points**

4. Students will create a Google Slide presentation, to use as teleprompt for speech delivery, containing full text of speech. **Google Slide Presentation: 25 Points**

5. Students will rehearse speech and conduct peer reviews. **Rehearsal: 20 Points**

6. Students will present an Informative Speech that teaches the class about a cultural/societal issue, important historical event or person, or other approved topic. The speech must be objective and non-opinionated. **Presentation: 100 Points**

Time Limit:

Speeches will be 3-5 minutes in length. For every 10 seconds over or under the time limit, students will be penalized one point.

Packet Contents:

Example Outline

Peer Critique Sheet

Speech Rubric

Example Outline: THE COLLEGE APPLICATION PROCESS

I. INTRODUCTION

- A. Life after high school; your future is near!
- B. You know you want to go to college, but how do you make it happen?
- C. Today, I would like to share some simple steps to help you with the college application process.
- D. I will inform you about choosing your desired college, preparing your application and compiling your resume.

II. CHOOSE DESIRED COLLEGES

- A. Visit and evaluate college campuses
- B. Visit and evaluate college websites
 - 1. Look for interesting classes
 - 2. Note important statistics

III. PREPARE APPLICATION

- A. Write personal statement
 - 1. Choose interesting topic
 - a) Describe an influential person in your life
 - i. Favorite high school teacher
 - ii. Grandparent
 - b) Describe a challenging life event
 - 2. Include important personal details
 - a) Volunteer work
 - b) Participation in varsity sports
- B. Revise personal statement

IV. COMPILE RÉSUMÉ

- A. List relevant coursework
- B. List work experience
- C. List volunteer experience
 - 1. Tutor at foreign language summer camp
 - 2. Counselor for suicide prevention hotline

V. CONCLUSION

- A. Today, I have given you some simple advice on choosing a college, applying to the college, and preparing your resume.
- B. Now you have a better understanding of the college application process.
- C. Graduation day is right around the corner; good luck with all of your college plans!

Informative Speech Peer Check List

Speaker _____

Listener _____

Criteria	Yes	No
Strong attention getter?		
Did I hear a thesis statement?		
Three main points?		
Eye contact?		
Vocal variety (no monotone)?		
Two source references?		
Strong conclusion?		

Comments: _____

Informative Speech Peer Check List

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Listener _____

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Expectations:

Students will inform their peers about a particular topic. They will be expected to outline their information and present a 3-5 minute speech. **Students will be expected to verbally cite 2 sources in their speech.** Each student will be graded according to the rubric below. They will be expected to have a solid introduction, a well-developed body, and a complete conclusion.

Informative Speech Rubric

NAME _____ DATE _____ CLASS _____

TIME: _____ DEDUCTION: _____ SPEECH /100

**TIME LIMIT: 3 to 5 minutes. For every 10 seconds over/under, you will lose one point. PRACTICE!!!!*

**Talking/working on other things during speech will result in a 5 point deduction for every offense.*

Grading: 0- Standard not met 5- Exceeded Expectations

I. Introduction

A. Quality attention-getter	0	1	2	3	4	5
B. Thesis	0	1	2	3	4	5
B. Previewed main ideas	0	1	2	3	4	5

II. Content

A. Organized, stays on topic	0	1	2	3	4	5
B. First Main point supported by examples, facts, testimony, or other support.	0	1	2	3	4	5
C. Second Main point supported by examples, facts, testimony, or other support.	0	1	2	3	4	5
D. Third Main point supported by examples, facts, testimony, or other support.	0	1	2	3	4	5

III. Verbal delivery

A. Effective volume	0	1	2	3	4	5
B. Spoke with personality/variety	0	1	2	3	4	5
C. Few filler words	0	1	2	3	4	5
D. Articulation—audience can understand words	0	1	2	3	4	5
E. Pacing—speaker doesn't rush or drag, allows time for audience to process message	0	1	2	3	4	5

IV. Nonverbal delivery

A. Eye contact for all/ throughout speech	0	1	2	3	4	5
B. Good posture/ little fidgeting	0	1	2	3	4	5

V. Sources

A. Each source cited in speech (minimum 2)	0		5		10	
B. Speaking notes only used for occasional guidance	0	1	2	3	4	5

VI. Conclusion

A. Restated thesis in different words	0	1	2	3	4	5
B. Reviewed main points (different words)	0	1	2	3	4	5
C. Strong final statements (closing)	0	1	2	3	4	5

