

Homework 1– Due Week 8 (for PRCs) [25 points]

Prepare an informative speech (6-8' long) for our Week 8 (WED 21OCT) PRC class. Use one of the eight patterns in "Speech Communication Made Simple," pp. 76-77. Tell the class about a about a topic that interests you, for which you have special skills or work experience or that you are knowledgeable about. **This speech will be given to peers in a Peer Review Circle** (a way of getting peer feedback on the speech). Revise accordingly after the PRCs.

To complete this assignment:

- 1) Follow the content format (below) and examples shown. Use the '[week_7_informative_worksheets.pdf](#)'.
- 2) Include a visual aid (PPT) as needed (usually 3-4 is enough) at any point. **Use a USB drive. (*to save time!)*

*NOTE: *No visual aid is needed for the PRC, but a visual aid (PPT) is needed for the Week 8 homework.

Content (format) prompts:

[Example outline]

- | | |
|---|----------------|
| 1. <u>Introduction</u> (includes a hook and a preview of the main points) | [Ch. 5, p. 82] |
| 2. <u>Transition after the introduction > to the body</u> (e.g. "I'm going to discuss...") | [Ch. 5, p. 82] |
| 3. <u>Body:</u> (include 3 to 4 sections with a transition between each section) | [Ch. 5, p. 82] |
| 4. <u>Transition prior to the summary:</u> (to signal the end of the speech) | [Ch. 5, p. 83] |
| 5. <u>Summary:</u> (include main body points) | [Ch. 5, p. 84] |
| 6. <u>Concluding remarks:</u> (use a transition signal and a memorable technique) | [Ch. 5, p. 84] |

*Review pages 65-81 as needed.

Homework 2– Due Week 9 [200 points]

Revise and finalize your informative speech (6-8' long) for our Week 9 (WED 28OCT) class; using feedback given from the PRCs. Use one of the eight patterns in "Speech Communication Made Simple," pp. 76-77. Tell the class about a about a topic that interests you, for which you have special skills or work experience or that you are knowledgeable about. This speech will be given to peers in a Peer Review Circle (a peer feedback on the speech).

To complete this assignment:

- 1) Follow the content format (below) and examples shown.
- 2) Include a visual aid (PPT) as needed (usually 3-4 is enough) at any point. **Use a USB drive. (*to save time!)*
- 3) Print an extra presentation outline and submit it to me (before or after presenting). Make sure your name, student number, and email address are on the outline.

You will be evaluated on content (introduction, body, conclusion, transitions, flow, and visual aids) and delivery (posture, eye contact, facial expressions, gestures, pacing, voice and pronunciation). See the rubric (website and e-class) for more detailed information on these parts.

*Read the student outline example (Chapter 5, pp. 82-84), noting transitional sentences and use the '[week_8+9_informative_worksheets.pdf](#)' [contains 'Informative Speech Preparation Worksheet' and 'Informative Speech Preparation Checklist'] (website/e-class) to help you prepare for this speech.

NOTE: Remember practice your speech several times beforehand. Stick to the order, above, and you'll be just fine! Try to keep it at around 5-6 minutes (maximum). See the last page of this file for some presentations tips to ensure a positive and successful presentation. 😊 *See the example layout on the next page, and use the following pages for your own analysis of the informative speech examples that I emailed to you.

Informative presentations – student examples

Video Example (Process or “How to”): Student 1: Tips to Prevent a Hangover [7:15”]

Introduction [hook & preview]

1. Attention-getting opener: (story) *“It’s a kind of shame to confess it in public, but...”*
2. Preview (3-4 points): *“So today I’m here today to present to you some life hacks to prevent hangover”*
 - 1) Before drinking
 - 2) While drinking
 - 3) After drinking
3. Transition from intro > body: *“So lets’ start with what we should do before drinking.”*

Body: part 1 (with subpoints)–

- (1) Before drinking
 - a) Eat food
 - b) Drink lots of water
 - c) N/A ☹

Transition: “We learned about how can we (sic) prepare our body to drink, so let’s move on to what should we do (sic) while we’re drinking.”

Body: part 2 (with subpoints)–

- (2) While drinking
 - a) Don’t mix drinks
 - b) Don’t drink too fast
 - c) N/A ☹

Transition: “Then, what should we do after drinking? Usually, we choose to stay in our bed...”

Body: part 3 (with subpoints)–

- (3) After drinking
 - a) Exercise/don’t stay in bed
 - b) N/A ☹
 - c) N/A ☹

Transition prior to conclusion: “So, today I gave you some tips about how to prevent hangover.”

Conclusion [summary & final remarks]

4. Summary: (recap major points as in Preview)
 - 1) N/A ☹
 - 2) N/A ☹
 - 3) N/A ☹

5. Final remarks: (use a transition signal and memorable technique) – *“(The holidays) are coming... so it is very difficult to refuse to drink all the time. So, I hope my presentation today, uh, gave you some tips about how you can enjoy drinking without any worries about the hangover. Thank you for listening.”*

***Note** the use of visual aids at the start, introduction, body and conclusion (4 stages). Try not to use too many visual aids (This example has a few too many; one image per stage is usually enough).

Informative presentations – student examples

Video: Student 1: Watch the presentation again, and mark the time.

TIME	CONTENT	[“Tips to Prevent Hangover” with PPT]
_____	1. <u>Introduction</u>	(w/ _____ hook & preview of 3-4 main points)
_____	2. <u>Transition</u>	after intro > to body:
_____	3. <u>Body</u> :	(include 3-4 sections with a transition between each section)
_____	4. <u>Transition</u>	prior to the summary: (signals ending of speech)
_____	5. <u>Summary</u> :	(review 3-4 main points)
_____	6. <u>Concluding remarks</u> :	(transition signal & hook)

Video: Student 2: Watch the presentation, and mark the time and statements.

TIME	CONTENT	[“Why Laughing is Important” with PPT]
_____	1. <u>Introduction</u>	(w/ _____ hook & preview of 3-4 main points)
_____	2. <u>Transition</u>	after intro > to body:
_____	3. <u>Body</u> :	(include 3-4 sections with a transition between each section)
_____	4. <u>Transition</u>	prior to the summary: (signals ending of speech)
_____	5. <u>Summary</u> :	(review 3-4 main points)
_____	6. <u>Concluding remarks</u> :	(transition signal & hook)

Video: Student 3: Watch the presentation, and mark the time and statements.

TIME	CONTENT	[“Tap Water” with PPT]
_____	1. <u>Introduction</u>	(w/ _____ hook & preview of 3-4 main points)
_____	2. <u>Transition</u>	after intro > to body:
_____	3. <u>Body</u> :	(include 3-4 sections with a transition between each section)
_____	4. <u>Transition</u>	prior to the summary: (signals ending of speech)
_____	5. <u>Summary</u> :	(review 3-4 main points)
_____	6. <u>Concluding remarks</u> :	(transition signal & hook)

(If we have time, we'll watch some additional videos)

Video: Student 4: Watch the presentation, and mark the time and statements.

TIME	CONTENT	[_____ with PPT]
_____	1. <u>Introduction</u> (w/ _____ hook & preview of 3-4 main points)	
_____	2. <u>Transition</u> after intro > to body:	
_____	3. <u>Body</u> : (include 3-4 sections with a transition between each section)	
_____	4. <u>Transition</u> prior to the summary: (signals ending of speech)	
_____	5. <u>Summary</u> : (review 3-4 main points)	
_____	6. <u>Concluding remarks</u> : (transition signal & hook)	

Video: Student 5: Watch the presentation, and mark the time and statements.

TIME	CONTENT	[" _____ " with PPT and video]
_____	1. <u>Introduction</u> (w/ _____ hook & preview of 3-4 main points)	
_____	2. <u>Transition</u> after intro > to body:	
_____	3. <u>Body</u> : (include 3-4 sections with a transition between each section)	
_____	4. <u>Transition</u> prior to the summary: (signals ending of speech)	
_____	5. <u>Summary</u> : (review 3-4 main points)	
_____	6. <u>Concluding remarks</u> : (transition signal & hook)	

Video: Student 6: Watch the presentation, and mark the time and statements.

TIME	CONTENT	[" _____ " with PPT and video]
_____	1. <u>Introduction</u> (w/ _____ hook & preview of 3-4 main points)	
_____	2. <u>Transition</u> after intro > to body:	
_____	3. <u>Body</u> : (include 3-4 sections with a transition between each section)	
_____	4. <u>Transition</u> prior to the summary: (signals ending of speech)	
_____	5. <u>Summary</u> : (review 3-4 main points)	
_____	6. <u>Concluding remarks</u> : (transition signal & hook)	

Tips for giving a public presentation

1. **Begin with the end in mind** (be clear about the general and specific purpose)
2. **Know your words** (in the language that you are presenting)
3. **Avoid slang** (to not confuse non-native speakers)
4. **Praise your audience** (even if you have not learned that much from them)
5. **Know the background and cultural norms of your audience** (avoid disrespect)
6. **Simplify your messages** (rely on your expertise, focusing on a few powerful ideas)
7. **Keep Powerpoint slides to a minimum** (*you* are the focus, not the PPT)
8. **Be yourself** (people will respond to the real you more than a memorized speech, etc.)
9. **Practice makes perfect** (Begin where you are and grow from there)
10. **Speak everywhere** (Speak everywhere, not just at home or in the classroom)
11. **Slow down** (speak slower and use strategic pauses to help the audience focus)
12. **Tell personal stories** (easier to remember than facts or figures)
13. **Message your body** (90% of communication is nonverbal!)
14. **Let your passion show** (Believing your message can be infectious)
15. **De-risk the technology** (reduce errors by simplifying technological issues)
16. **Prepare a special message** (Find your own message that is all yours)
17. **Make eye contact** (move your gaze to different audience members as you speak)
18. **Film yourself** (pinpoint bad speech or behavior and then modify it)
19. **Focus on your topic, not your performance** (be invested in the topic)
20. **Finish strongly** (A strong finish maintains message strength and your confidence)