

Informative Speech Assignment

Speech Type: Extemporaneous

Time: 4-6 minutes

General Purpose: To Inform

Specific Purpose: To inform the audience about an object, process, concept, or event that is recent and current, useful, interesting, and appropriate for a college classroom audience.

Organizational Pattern: Topical, Chronological, Spatial, or Causal (Cause-and-Effect)

Specific Requirements

1. Must be delivered extemporaneously, with proper use of note cards.
2. Delivery must demonstrate practice and preparation through excellence in eye contact, vocal variety, and gestures/movement.
3. Must demonstrate an approach specifically tailored to your audience and topic must be relevant at the beginning and throughout the speech. Why is your topic significant? Why do you care? Why should we care?
4. Must meet the time requirement. Will be penalized 5% for every 30-seconds over or under the time window (technically “safe” from 3:30 to 6:30).
5. Must have a strong Introduction and Conclusion will all required elements of each.
6. Must submit an outline on the day of your speech which includes all critical elements completed, **including headings: Specific Purpose, Central Idea, Organizational Pattern**, and a **Works Cited page** at the end of the document.
7. Reinforce your ideas with supporting material. A minimum of **four (4)** outside sources are required. Each of these sources must be cited at least once in-text in the outline and orally during your speech. The Works Cited page should include a reference for each source cited (use APA formatting for citations and WC page).

Appropriate Reference Guidelines

Acceptable Sources:

- a. Books (print or web)
- b. Journal articles (print or web)
- c. Magazines (print or web)
- d. Newspapers (print or web)
- e. Websites ending in .edu or .gov (check with me if you have a question about a site)
- f. Interviews with transcripts provided

Unacceptable Sources:

- a. Wikipedia, eHow, ask.com, etc. (not peer-reviewed or vetted by experts)
- b. Facebook, MySpace, Twitter
- c. Blogs
- d. Interviews without transcripts provided
- e. Yourself from previous academic work