

Public Speaking Unit 8
Informative Speech: Directional Process/ How to/ Demonstration

Speaker _____

Date: _____

Clear Communication: (15 points)

- Topic/purpose clearly stated at beginning of speech _____ (5)
Attention-getting intro _____ (10)
(builds interest, previews topic and steps in the process,
applies message to audience)

Content: (60 points)

- Body has a clear, logical organization (step by step) _____ (5)
Clear explanation of each step in the process; **show** do not just **tell** _____ (20)
Smooth transitions from step to step _____ (5)
Body includes specific, meaningful information _____ (5)
Connects demonstration to audience _____ (5)
Establishes personal credibility _____ (5)
(confident, enthusiastic, trustworthy, sincere)
Cites sufficient credible, honest, relevant, current evidence _____ (5)
States sources within the speech _____ (5)
Effective/memorable conclusion (says “thank you” at end) _____ (5)

Delivery: (60 points)

- Conversational tone _____ (5)
Word choice is appropriate and mature _____ (5)
Grammar/sentence structure uses standard American English _____ (5)
Skillful use of note cards _____ (5)
Skillful use of demonstration materials _____ (5)
Appropriate appearance (professional/competent) _____ (5)
Demonstrates good use of verbal aspects of delivery _____ (5)
• Rate/pauses _____ (5)
• Volume/pitch variation _____ (5)
• Enunciation _____ (5)
Demonstrates good use of nonverbal aspects of delivery _____ (5)
• Effective gestures/facial expressions _____ (5)
• Appearance/movement (nothing distracting) _____ (5)
• Eye contact _____ (5)

Courtesy: No hat/no hood/no gum/school appropriate _____ (5)

Written piece: Note cards in **ink or typed. Outline only** (three maximum 3x5) _____ (15)

Sources: _____ (15)

Must be reliable, legitimate sources. These sources must be pre-approved by MH prior to speech delivery. Provide copies with highlighted passages.

List these two sources:

Time: 4-8 minutes

4 minute minimum (10% off grade for every 30 seconds under or over time limits)

Total: _____ (175 pts.)