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Assignment 2: Informative Speech

Five items worth 191 points total:

Assignment Item	Due Date	Points
Topic Selection	Week 3	12
Outline	Week 4	10
Speech (5-6 min.)	Week 5	115
Self and Peer Review Video Upload (Question 1 answer – link in Week 3)	End of Week 5	--
Self and Peer Review: Assignment 1 (Complete evaluations)	End of Week 6	54
TOTAL		191

You've learned a lot about effective speaking and you're already working on improving your delivery skills. It's time to take the next step toward becoming a powerful speaker! Your second assignment is to prepare and deliver a researched, informative speech. Everything you've read and practiced so far in this course relates directly to successful informative speaking.

Instructions: In order to obtain full credit for this assignment, please complete all six steps below. You may want to print this assignment and check off each step as you complete it.

You should use at least two quality resources (as defined by your instructor).

STEP 1: Read Assigned Chapters

- Ensure you have completed chapter readings for all previous weeks. This information will help you successfully complete Assignment 2.
- Chapter 9: Organizing the Body of the Speech. This chapter will help you create a well-organized speech that connects with your audience.
- Chapter 10: Beginning and Ending the Speech. This chapter will help you prepare a strong introduction and conclusion for your speech.

STEP 2: Select a Topic (due Week 3)

- Select a type of informative speech from one of four types listed below. Choose your own topic that is different from the provided examples.
- Submit your topic to your instructor **by Week 3 for approval.**

Types of Informative Speeches	
(Choose only one type and then choose your own topic that differs from the examples.)	
Speech About an Object	Speech About a Process
Examples:	Examples:

<ul style="list-style-type: none"> • Legos • service dogs • Susan B. Anthony • Matterhorn 	<ul style="list-style-type: none"> • flash floods • writing resumes • how a power plant works • the stages of dementia
<p>Speech About an Event</p> <p>Examples:</p> <ul style="list-style-type: none"> • Boston Marathon • Festival of the Sun • cyberterrorism • History of the Paralympics 	<p>Speech About a Concept</p> <p>Examples:</p> <ul style="list-style-type: none"> • numerology • philosophies of education • Net neutrality • Confucianism

STEP 3: Create an Outline (due Week 4)

- Create an outline or speaking notes in Microsoft Word. A sample template is available in the “Assignment 2 Outline” section located in Week 4 of your course.
- Develop a specific purpose, central idea, and several main points so you'll stay within the 6-minute time limit.
- Go to the Week 4 Assignment 2: Outline section and upload your outline.

STEP 4: Deliver, Record, and Upload Your Speech (due Week 5)

- Refer to your outline or speaking notes to deliver your speech. Do not read your notes word for word. Make sure you record your speech delivery with a computer, phone, or tablet. **For help recording and uploading your speech, go to the “Kaltura Media and Webcam Recorder Help” link located in the Help/Resources tab (left-hand navigation bar in Blackboard)!**
- Watch your recording. Do you want to submit it, or do you want to record another version?
- Proceed directly to Step 5** to upload your speech for review. NOTE: This step MUST be completed by the end of Week 5 to avoid losing points on the “Self and Peer Review: Assignment 2” assessment. If you do not submit your speech for review by the Submission Dates deadline, you will not be eligible to receive points for the “Self and Peer Review: Assignment 2” assessment.

STEP 5: Go to Week 6 “Self and Peer Review: Assignment 2” and Create Link to Your Submitted Speech Video [Complete immediately after Step 4 above]

- Click on **Week 6** in Blackboard. Scroll and select “View/Complete Assessment” link under the “Self and Peer Review: Assignment 2” section.
- To share a link to your recording of Assignment 2: Informative Speech, click on the “Question 1” link.
- Choose “Mashups” in the toolbar and click the button. (If the “Mashups” option is not visible, click the double arrows icon on the far right of the toolbar that says “Show More.”)
- Select “Kaltura Media” from the list.
- Find the name of the video you wish to share and click “Select” on the right-hand side.
- Your video link should appear. Click on “Submit” to complete. Success!

STEP 6: Complete Self and Peer Review: Assignment 2

- Go to the Week 6 Self and Peer Review: Assignment 2 section.
- Scroll and select "View/Complete Assessment" link.
- You will see three student speeches listed (one is your own). Click on the individual name of the student you wish to review, watch the embedded speech recording, and then complete the assessment for each. As you answer each question, click the "Save and Next Criteria" button. After the final question, click the "Save and Submit" button. You can edit your answers any time before the Evaluation End Date shown (after this date, your answers are locked and cannot be edited).
- As you complete each review, the status will change from "Not Started" to "Complete." Continue the process for all three submissions. Each submission is worth 18 points total.

Rubric

Grading for this assignment will be based on the following rubric:

Points: 115	Assignment 2: Informative Speech				
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60 - 69% D	Fair 70 - 79% C	Proficient 80 - 89% B	Exemplary 90 - 100% A
1. Introduction Weight: 10%	Does not gain attention and interest, and/or does not preview main points	Insufficiently gains attention and interest or insufficiently previews main points	Some problems with gaining attention and interest and/or with previewing main points	Gains attention and interest, generally previews main points	Gains attention and interest, previews main points
2. Research Weight: 15%	Does not cite any credible sources, and/or insufficiently supports main points	Cites only one credible source, insufficiently supports at least one main point	Cites at least two credible sources, but lacks support for at least one main point	Cites at least two credible sources that generally support main points	Cites at least two credible sources that support main points
3. Conclusion Weight: 10%	Does not reinforce central idea, and/or does not use strong closing	Insufficiently reinforces central idea or uses weak closing	Some problems with reinforcing central idea and/or with using strong closing	Reinforces central idea, uses generally strong closing	Reinforces central idea, uses strong closing
4. Speech Organization Weight: 15%	Limited or no organization, and/or limited or no logical structure	Insufficiently organized or insufficiently structured	Some problems with organization and/or with logical structure	Well organized, generally logical structure	Well organized, logical structure
5. Time Requirement	5-6 minutes +/- 75 seconds	5-6 minutes +/- 60 seconds	5-6 minutes +/- 45 seconds	5-6 minutes +/- 30 seconds	5-6 minutes +/- 15 seconds

Weight: 10%					
6. Delivery Weight: 15%	Very little/ no eye contact, no expressive voice, unnatural gestures	Insufficient eye contact, limited expressive voice and/or unnatural gestures	Average eye contact, some expressive voice, minimally distracting gestures	Good eye contact, generally expressive voice and natural gestures	Strong eye contact, expressive voice, and natural gestures
7. Technology Use Weight: 10%	Limited or no audio, video, and/or other technology	Problems with clarity and consistency throughout	Some problems with clarity and consistency	Generally clear and consistent	Clear and consistent throughout
8. Overall Effectiveness Weight: 15%	Doesn't connect with audience or achieve purpose	Limited connection with audience, doesn't fully achieve purpose	Connects somewhat with audience, partially achieves purpose	Generally connects with audience and achieves purpose	Connects well with audience and achieves purpose



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