



Speech • GUTS • Incorporating Quotations in Your Delivery

Instructions

ONE OF THE most important aspects of delivering a speech is properly citing your information. Without explaining where you got the information you are sharing, your audience can never be sure that you aren't just making this up. MLA formatting is great for papers, but not so much for speeches. So, how do we cite our sources in a way that goes with the flow of our delivery?

JUST AS WE have specific words and phrases used for internal summaries and transitions, there are a variety of phrases you can use to set up a quote or cite a statistic. Consider the following “templates” for citation:

In the [SOURCE] [SOURCE TYPE], “[TITLE],” [AUTHOR] states, “_____.”

EXAMPLES:

- 🗨 In *The New York Times* article, “Is Algebra Necessary?” Andrew Hacker states, “What is needed is not textbook formulas but greater understanding of where various numbers come from, and what they actually convey.”
- 🗨 In her book, *Slouching Towards Bethlehem*, Joan Didion writes, “The ability to think for one's self depends upon one's mastery of the language.”

As [CREDENTIALS] [AUTHOR] puts it, “_____.”

EXAMPLE:

- 🗨 As Pulitzer-prize winning author Joseph Ellis puts it, “Washington's task was to transform the improbable into the inevitable.”

Note: You do not need to list extensive credentials for widely recognized historical figures (i.e. Thomas Jefferson, Mahatma Gandhi, etc.) The idea is that by prefacing the name of a lesser-known individual with their credentials, you preemptively establish their credibility for the audience.

According to [INSTITUTION/GROUP] “_____.”

EXAMPLE:

- 🗨 According to the Association for Pet Obesity Prevention, 58% of American cats are overweight.

In a [TIMEFRAME] [SOURCE] conducted by [INSTITUTION/GROUP], “_____.”

EXAMPLE:

- 🗨 In a recent study conducted by the University of California, Berkley, researchers found evidence suggesting that sleep deprivation leads to poor food choices.

THESE ARE BUT a few possible ways to cite your sources within the body of your speech. The exact wording for any of these will differ depending on the flow of your speech. Verbs, in particular, can, and should, vary (i.e. “states” instead of “writes,” “noted,” instead of “put it,” etc.). Read your citations aloud and go with what sounds best and flows most easily. If things still don't quite sound right, turn on the news. Good reporters cite their sources. Listen to how a reporter on a reputable radio show or television program sets up their sources



Speech • GUTS • Appropriate Use of Note Cards and Visual Aids

Notecards

- USE outline form (EXCEPTION: quotations/statistics, which should be *highlighted* and limited)
- USE only 3" x 5" index cards.
- LIMIT number of cards to what is indicated on the prompt.
- TAPE cards to top of podium.
- MAKE sure they are clear and legible; typing is encouraged. You should be able to read your own writing.
- WRITE on one side only.
- YOU are limited to approximately 20 words per card (not including quotations or statistics).

Visual Aids

- YOUR visual aid must directly support your idea. (Ask yourself, "How will this enhance my message?")
- CONTENT in your visual aid should be school appropriate and tasteful. If you are unsure, ask me first.
- NON-ELECTRONIC visual aids should be simple, clear, and large enough for all to see.
- POSTERS should be colorful and visually appealing, not black and white.
- TEXT on PowerPoint slides should be kept to a minimum. You should not read from it.
- POSTERS and similar non-electronic visual aids should be held up by clips, magnets, pushpins or your own easel. You may want to test it. "Human easels" are not allowed.
- YOUR visual aid should not distract from the rest of your speech.
- FILL the dead space as you transition into and out of your visual aid.
- DO not upstage yourself to reference your visual aid.
- VIDEO and audio clips should be kept short (generally no more than 30–40 seconds).
- IF YOU WISH to use any of the classroom equipment for your speech (i.e. computer, projector, speakers, etc.) you must come in prior to your speaking day to rehearse. If you do not practice with it, you cannot present with it. No exceptions.
- SUBMITTING YOUR VISUAL AID: Final versions of PowerPoints, etc. should be either emailed to me (emathias@hse.k12.in.us), shared on Google Docs (MathiasHSE@gmail.com) *or* brought to me on a flash drive when you come to rehearse. In the event that you needed to make adjustments due to technical issues, I need the revised version before school begins on your performance day. If I do not have it before 7:40 AM, you may not use it.

