



## Speech • Extemporaneous Speech • Prompt

Time Limit	Presentation	Sources	Paperwork	Attire	Due Dates
<b>4–5 MINUTES</b> Standard time policy applies: <i>Minus 10% per minute/fraction thereof over.</i> <i>Minus 10% if short by 30 seconds or less.</i> <i>F points if short by more than 30 seconds</i>	<b>3 NOTECARDS</b> 3”x 5” size with no more than 20 words on <i>one side only</i> , Quotations and statistics should be highlighted and limited. A visual aid is allowed but <b>NOT</b> required.	<b>3 SOURCES (MIN.)</b> Each source <b>MUST</b> be cited at least once in your speech. Topics are based on recent articles in major news publications. Sources of <i>general</i> information such as dictionaries, encyclopedias, Wikipedia, About.com, etc. are <b>not</b> allowed.	<b>1 OUTLINE</b> Typed with all body supports highlighted, at least 5 different types, and cited ( <i>when appropriate</i> ) <b>1 INTRO &amp; 1 CONCLUSION</b> Each typed out fully, with the 3 techniques in each identified) <b>1 WORKS CITED PAGE (MLA FORMAT)</b>	<b>BUSINESS FORMAL</b> <b>MEN:</b> tie with slacks/suit <b>WOMEN:</b> nice skirt <i>or</i> dress pants <i>No jeans or tennis shoes!</i>	<b>PAPERWORK</b> Printed copies of all paperwork are due <b>IN CLASS</b> with the outline turned in on Blackboard on the <i>day</i> prior to your performance day. <b>PAPERWORK</b> _____ <b>PERFORMANCE:</b> _____

### Explanation and Other Important Considerations

THE EXTEMPORANEOUS SPEECH is *not* to be a memory test of material contained in your sources, nor is it an off-the-cuff improvisation of material, but an original synthesis of current fact and opinion which satisfies the question you selected. Since this speech comprises half of your semester exam grade, it will be important to bear in mind the above requirements, as well as the following considerations:

- \* The topic will require you to analyze the overall purpose of your speech—the type of speech you are organizing. Some topics may be to inform, others may be to persuade. See me if you are unsure as to how to develop your speech based on the topic you received.
- \* Strict adherence to your topic is *extremely* important. Your grade will be negatively affected if you shift to some obscure aspect of the topic or ignore the topic entirely. You must stick to the topic you receive.
- \* You must select well chosen information relevant to the subject as presented in the above current periodicals and news sources. You need to organize this material according to some logical plan to produce a complete speech that **MEETS** the time limit window. You will be *stopped* at 6 minutes.
- \* Depending on your topic, logical syllogisms may be an excellent type of support for your topic. If you choose to use them, be sure to *avoid* logical fallacies. Beware of referencing opinion-based articles as they may contain flawed arguments.
- \* You want to demonstrate a mastery of delivery, including all the mechanics of good speaking—poise, quality and use of voice, gestures, fluency, directness and the ability to enlist and hold the interest of the audience.

You can do this! ☺