

Final Presentation Speech

COMM105 Final Speech Instructions

Assignment Overview

Effective communication skills are essential for personal and professional success, this includes aspects of public communication such as public speaking and delivering presentations. In this assignment you will have an opportunity to draft speeches customized to your audience and practice effective delivery skills.

Assignment Instructions

This speech will be an informative speech, where you teach about a specific idea or skill to an audience (see “Speech Audience Requirements” for details).

The criteria for topic selection is fairly broad, but the topic should be of interest to you as the speaker and to the audience. The topic should be simple enough that it can be fully explored and/or demonstrated within the time frame. Sample topics include: how to make a peanut butter and jelly sandwich, how to fold paper into an origami crane, how to order pastries in a French bistro, etc. Again, the purpose of this speech is to inform, not persuade.

The speech will be 5–7 minutes long, and recorded for viewing by the instructor and peers. The speech should not include a slides presentation, but demonstration and/or visual aids are appropriate and welcomed. The recording should show evidence of the audience in attendance at the beginning and end of the speech. Not presenting to an audience will result in not earning full points.

The speech should demonstrate your understanding of appropriate verbal and nonverbal speaking techniques. Consider this a cumulative project exemplifying the your learning in this course.

The speech assignment is broken up into four parts, due at different points within the course:

1. **Part 1:** Speech Outline-An outline containing an audience profile, topic selection, and annotated bib of a minimum of 3 academic sources.
2. **Part 2:** Speech Draft-A draft of a speech demonstrating clear organization and is customized for a specific audience, contingency plan identifying considerations in an effective delivery speech.
3. **Part 3:** Delivery of Speech-A speech delivery demonstrating understanding and implementation of effective presentation skills.
4. **Part 4:** Reflection-A reflection considering learner's own strengths in delivering the speech and identifying opportunities for improvement.

Speech Audience Requirements

The interaction that the speaker has with their audience is one of the most important elements of a public speaking class. Arranging the appropriate kind/size of audience for your final speech is a critical element of your participation in this course. To receive the maximum points possible for the speech, you need to fulfill the audience requirements (otherwise, the result of not earning full points will apply).

Video Requirements

With the wide availability of digital video recorders these days, being able to record and upload digital video should not pose a problem. Have the person who is taping you pan the camera at the beginning and at the end of the speech to show the audience to the camera. Pan the camera slowly in order to verify the audience size—we need to see the audience at both the beginning and end of your speech. Make sure that your speech is unedited from beginning to end. Please do not upload more than one segment of video—it needs to be one continuous video for the entirety of the speech. Test the video sound and light quality prior to videotaping your speech. Make sure that we can see and hear you clearly. We need to see your facial expressions, so be sure to have your camera close enough to see you clearly. Ideally, we should also be able to see some of your body at least from the waist up.

Audience Requirements

Your speech should be delivered in a formal setting and the audience should contain a minimum of 8 adults. Finding the appropriate setting and audience for your speech is your responsibility. While an auditorium or stage is not required, there should be appropriate seating facing you, the speaker, in a quiet and uninterrupted setting.

Assignment Requirements

Part 1: Speech Outline

Audience profile, topic selection and main ideas, annotated bibliography of a minimum of 3 academic sources. This 1- to 2-page written assignment should clearly describe:

1. Audience profile: To whom are you speaking? At what occasion will you speak? What does this audience care about? What characteristics of this audience will you speak to in the speech?
2. Topic selection and main ideas: What is the topic and purpose of your speech? What main ideas will you deliver within the speech?
3. Annotated bibliography: What researched information will you present in this speech? What sources substantiate these ideas? Are these academic sources that can be trusted for validity and reliability?

Assignment Expectations

- Citation requirements (3 academic sources)
- List references in APA format.
 - Title page
 - Reference page
- The Speech Outline is in 1–2 pages length

Part 2: Speech Draft

Draft of speech demonstrates clear organization and is customized for a specific audience, contingency plan identifies considerations in effective delivery speech. This 3- to 4-page written assignment is the “rough draft” of your speech. The draft should reference the research.

Assignment Expectations

- Citation requirements (3 academic sources)
- List references in APA format.
 - Title page
 - Reference page
- The Speech Draft is in 3–4pages length

Part 3: Delivery of Speech to Live Audience

1. Outline, prepare, record and upload your speech to YouTube®
2. Submit your speech outline and the link to your uploaded speech video on YouTube® by the assigned deadline on the assignment submission page.
3. See audience requirements handout

Assignment Expectations

- Citation requirements (3 academic sources)
- List references in APA format.
 - Title page
 - Reference page
- The Delivery of Speech is 5-7 minutes in length

Part 4: Final Reflection

1. The reflection should be 1–2 pages, and reflect on the preparation, delivery, and effectiveness of the speech. A few prompts to guide reflection include:
 - What was the hardest part in this process? Why was it difficult?
 - How was this speech different from other speeches that you have given (particularly ones given earlier in this course)?
 - What did you do differently this time?
 - How effective was your speech? How do you assess that effectiveness?
 - What feedback did you receive from your audience? What did you learn from this speech that you will use to prepare/deliver speeches in the future?
 - How does your world view shape or influence your communication in light of what you have learned.

Assignment Expectations

- Citation requirements (3 academic sources)
- List references in APA format.
 - Title page
 - Reference page
- The Final Reflection is in 1–2 pages length

Review the Grading Rubric for further details as to how your project ultimately will be scored.