**Self-Introductory Speech Assignment Sheet**

For your first formal speech, you will prepare and deliver a short speech introducing yourself to the class using a unique and/or memorable experience, characteristic or relationship. Describe yourself to your audience using this information as an overarching organizational pattern. This is your opportunity to distinguish yourself from your classmates and establish common ground that may be useful as you tackle future assignments.

This speech is worth **100 total points. REMEMBER: IF YOU DON’T DO IT IS A ZERO!**

**Guidelines:**

1. Due Date and Speech Start Date: Wednesday, 1/24/18. (Typed copy must be turned in to turnitin.com by 12:00AM on 1/24/18 – after that it is late.)
2. The speech is to be 2 to 5 minutes in length.
3. Try to adapt something worthy from Randy Paucsh’s *Last Farewell* Speech.
4. Decide what you want the audience to know. Be sure you are clear on what it is you want the audience to understand. Examples: Are you an award winner? Has something occurred in your life that you want to share? Do you come from a large or small family? What are your aspirations – what is it you want to accomplish in life. Remember: you’re in school, so keep it APPROPRIATE!
5. Do not read your speech. If you simply just read your typed speech, you minimalize your ability to communicate clearly. Optional: Deliver the speech from one 4" x 6" note card with just key ideas on it. This will be the best way to practice for the speeches to come--and you know the topic very well.
6. Also, somewhere in your speech include the following: your full name, birthdate, year in school, and a favorite memory of your childhood.

**Objectives of the Assignment:**

* To allow your classmates to get to know you.
* To keep your audience engaged. Use eye contact with your audience and use an attention grabber in your opening.
* To deliver the speech with confidence. Remember to practice again and again and again.

# Minimum Speech Requirements

* 2-5 minutes
  + IMPORTANT: These are the penalties for not adhering within your designated speaking timeframe:
    - If you are OVER, you will be deducted 1 percentage point for every additional 30 seconds you talk beyond a 30 second window.
      * Ex. If you talk for 5:45 instead of 5:00, you will be deducted 1 percentage point from your final delivery grade. So, if you received a 90% on your delivery grade, you will receive an 89% instead. You have 30 seconds “free” from penalty. But if you talk for 6:15 seconds, you will be deducted 2 percentage points, and your final delivery grade would be an 88% in this case.
    - If you are UNDER, you will be deducted 1 percentage point for every minute you are under the minimum time requirement outside of a 15-second window.
      * Ex. If you only speak for 1:30 seconds, you will be deducted 1 percentage point from your final delivery grade. If you spoke for 1:50 seconds, however, you would be within your 15-second window, and no deduction would be taken from your final delivery grade.
      * A speech that is 1 minute or less will result in a grade of a 59% or lower as this is a sign of laziness and not doing enough work.

**Typed Copy Requirements:**

* **12 –point font: Times New Roman, Calibri, or Arial**
* **Double Spaced**
* **1” Margin**
* **Name in upper right or left corner**
* **Original Title – keep it appropriate**

**Evaluation of Speech:**

Following is a critique sheet, which will be used to help evaluate your speech.

***Also, if you are not a good audience member, points will be deducted per offence.***

***Offences include, but are not limited to:***

* ***Cell phone usage***
* ***Sleeping***
* ***Head on desk***
* ***Talking during their speech and making excessive noise***
* ***Being disruptive, disrespectful, and/or rude.***
* ***Chatting with classmates***
* ***Distracting the speaker in an attempt to deter them.***
* ***Putting on makeup/beauty products***
* ***Leaving to go to the restroom during a speech (EMERGENCIES ARE EXEMPT)***
* ***Entering class during a speech. If someone is speaking, wait outside until they’re done.***

# Critique Evaluation Form

**Self-Introductory Speech**

**Time: 2 to 5 minutes**

**Speaker Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_ Topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Points Possible \_\_\_\_100\_\_\_\_\_\_\_Points Received\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_**

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**Introduction 30**

\_\_\_\_\_ Did the speaker grab the attention of the audience?

\_\_\_\_\_ Did the speech fulfill the specifics of the assignment?

\_\_\_\_\_ Was purpose of the speech clear?

\_\_\_\_\_ Other

**Presentation 40**

\_\_\_\_\_ Was the language clear, simple, and direct?

\_\_\_\_\_ Did the speakers nonverbal communication (gestures, body language, etc) help their delivery?

\_\_\_\_\_ Was the speech presented extemporaneously?

\_\_\_\_\_ Were notes used unobtrusively?

\_\_\_\_\_ Was the speech presented enthusiastically?

\_\_\_\_\_ Did the speaker maintain good eye contact?

\_\_\_\_\_ Was the speech well-organized and balanced?

\_\_\_\_\_ Were visuals and effects used appropriately and clearly?

\_\_\_\_\_ Other

**Overall 30**

\_\_\_\_\_ Did the speaker seem committed to the topic?

\_\_\_\_\_ Was the speech appropriate for school (Inappropriate language/topics will result in a zero and dean’s referral)?

\_\_\_\_\_ Was the speech easy to follow?

\_\_\_\_\_ Could you identify the main points of the speech?

\_\_\_\_\_ Were main ideas supported by examples or narratives?

\_\_\_\_\_ Did the conclusion help you remember the speech?

\_\_\_\_\_ Other

**Formal Outline**

**None Required**

**Suggestions/Comments:**