Speech Assignment
Preparation - Informative

Directions:

1. Read all of these directions before beginning this assignment.
2. In your Speech Notebook, on the next blank page in the assignments section, write, “Prep” at the top, as the title for the assignment. Write the date in the upper right-hand corner of the page.
3. Using your written speech and/or your outline, write your notecards that you will use for your speech. Remember that your notecards should have bullet points and key words only. You should not have full sentences, nor should you write out your speech, word for word. You are allowed to use 3, one-sided notecards for this speech.
4. You will also prepare your visual aid for your speech. Remember that your visual aid must add to your presentation. A simple picture that you show at the end of your speech is NOT acceptable. If you have questions about your ideas for your visual aid, please ask them prior to creating it.
5. After preparing your notecards and visual aid, you will need to practice your speech at least twice, for someone else, either a classmate or a family member, including timing your speech.
6. When you practice your speech, the person who is listening to you must fill out and sign the speech practice sheet and return it to you. You are responsible to turn this sheet in. Trim and attach this sheet to the page in your notebook.
7. Mark the date on which you completed this assignment on your work plan.
8. Turn your Speech Notebook into your mailbox, as well as your notecards and visual aid (using your purple and green folders for these things), as soon as you finish the assignment, but no later than the due date listed on your work plan.