Speech Assignment
Preparation - Informative

Directions:

1. Read all of these directions before beginning this assignment.
2. In the Speech section of your notebook, skip a line from the previous entry and write, “Preparation”, centered on the page, as the title for the assignment. Write the date to the right of the title.
3. Write what you will be using as your visual aid. Write a brief explanation about how this visual aid will be used during your speech and also how it will enhance your speech.
4. 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 4, one-sided notecards for this speech.
5. 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.
6. Trim and attach 2 copies of the practice sheet you were given in class to the page.
7. Practice your speech at least twice, for someone. This could be either a classmate or a family member.
8. Have the person who is listening to you fill out and sign the speech practice sheet, which is in your notebook.
9. Mark the date on which you completed this assignment on your work plan.
10. Turn your 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.

***Please note: If your visual aid is too large to be turned in to your mailbox, you may give it to the teacher. Also, if you do not want to bring your visual aid to school until the day of your presentation, you may send the teacher a picture of the visual aid, no later than the due date for the assignment, instead.