



ASSIGNMENT OUTLINE: INFORMATIVE SPEECH

Assignment title:	Global Issues
Programme:	Hotel Administration 2
Course name:	Public Speaking & Presentation Skills
Course number:	GEN 2134
Faculty responsible:	Ms. Priyanka Das
Hand out date:	Week 4
Hand in date:	Week 5
Weighting:	25%

Assignment Overview:

This assignment is to focus on speeches of description or explanation. Students are required to inform the audience on global issues affecting our society at large. This speech is to convey knowledge and share information. Attention should be given to developing the speech structure as discussed in the class. The speech should be of 5 minutes (with 30- second's grace period either way) in length, exceeding the time will result in reduction of score. Students will present information on the chosen topic (general information, statistics, research findings, impact on the society and proposed solution) to best demonstrate their ability to provide a clear and effective informative presentation that includes Q&A from the audience.

Requirements:

1. The student needs to do research on the topic. At least, three sources must be quoted in the speech and cited in the formal outline.
2. Speech outline is due on the assigned speech date. Typed outlines are encouraged, if the information is not legible, it will impact the final speech grade. The outline must include a thesis (central idea), preview, introduction, main points, summary/conclusion and transitional statements. The outline must be

typed in 12-point font size. It is your responsibility to provide the instructor with your outline prior to giving your speech. The work cited references must be in APA style.

3. A visual aid that supports your informative presentation is required. Use of a flipchart/whiteboard or a poster is highly encouraged.
4. **Do not read your speech.**

List of topics to choose from:

Global warming

- Loss of Bio diversity & extinction
- Water Issue
- Climate change

Environmental Problem

- Deforestation
- Pollution
- Nature and Animal conservation
- Sustainable Development

People

- Global financial crisis
- Cultural Preservation
- Working Parents
- Poverty
- Racism/Discrimination
- Gender discrimination
- LGBT rights
- Bullying

- Consumption & consumerism

Food

- Obesity
- Malnutrition
- Genetically Engineered Food

Technology

- Abusive use of technology
(Cellphone and Social Media)
- Online dating

Health

- Ebola outbreak in West Africa
- AIDS/HIV

NB: The student needs to discuss with the faculty for choosing topics on global issues beyond the ones cited above, 24 hours prior to the day of speech presentation.

Informative Speech Grading Sheet (100 Points)

Introduction (20%)

Captured audience attention
Shared purpose clearly
Motivated the audience to listen /established relevance
Established speaker's credibility
Used goodwill statement
Provided clear review or road map (internal preview)

Body (35%)

Key ideas identified and explained
Major points adequately supported
Proper grammar and vocabulary
Clear organization pattern
Appropriate source material used and identified
Visual aids properly designed and presented
Clear transitions/signposts used between points

Conclusion (15%)

Proper transition/signpost in closing
Reviewed major points
Reiterated purpose
Memorable closing

Delivery (30%)

Vocally expressive, extemporaneous style
Proper nonverbal support (facial expression, eye contact, postures,
gestures, absence of distracting mannerisms)

Grade ____/100 ()

Time Assigned: 5 min; Actual ____ min ____ sec

SPEECH OUTLINE

Name _____ Speech title_____

A. Begin with an opening statement of interest (use one or more of the following HOOKS (attention-getters) :

- A rhetorical question
- A startling statement
- A quotation
- An illustration or story
- A reference to the subject or to an occasion
- Humour

Motivate audience interest in your subject by alluding to: (use one or more of the below):

- The practical value of the information for your audience
- A reason to listen
- The audience sense of curiosity

B. Introduction: Overview of the Topic: previewing main points

Main point 1: Presenting the general idea about the topic

Present information, statistics etc. to promote awareness about the global problem. Employ as many additional facts, examples and quotations to convince the audience.

Main point 2: Effects on the society

Present credible information about the on-going problem in the society; point-by-point. Enumerate down the entire problem (cause and effect).

Main point 3: Statement of solution (use one or more of the following)

- I. Statement of solution: brief statement of the attitude, belief, or action you wish your audience to adopt.
- II. Show how it logically and adequately meets the end.
- III. Examples showing where this proposal has worked effectively or where the belief has proven correct.
- IV. Forestall opposition by showing how your proposal overcomes any objections which might be raised.

Restatement of Proposed solution: (use one or more of the following)

Positive: describe the condition if your solution is actually carried out

Negative: describe the condition if your solution is not carried out.

Supplemental solution.

Contrast: Begin with the negative method and conclude with the positive method.

C. Summary: restatement of main ideas & summary of main points. Statement of specific action or attitude change you want from the audience.

D. Conclusion: A concluding statement to recapture interest (a reason to remember).

Print-out your speech outline that states the speaking points and general organization of the presentation. Your 'presentation outline' will be turned in before your actual in-class presentation.