**Visual Aid/Demonstration Speech**

“How To” Speech Requirements:

  For the “How To” Speech, you must prepare a speech that will teach the class “how to” do something. This “something” is entirely up to you, but your speech should be anywhere from **5-7 minutes** long. You will NOT be able to use index cards for the speech. If you are providing some sort of demonstration, you must have any necessary materials ready. Be sure to choose a topic that will allow you to teach the class a particular skill, ability, or a lesson (You can receive up to 5 bonus points for a topic that relates to one of the cultures we have covered. However, you **must** have this approved prior to the speech).

  This assignment encompasses not only a speech, but also a written lesson plan. This written lesson plan will enhance your ability to bring events into their proper chronological order.

  The speech based on this lesson plan will incorporate your ability to use some type of visual aid in order to clarify what you are explaining.

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| Lesson Plan must contain enough detail that someone could complete the speech. |

**Lesson Plan Format**

**I.         Introduction:**

A.    Lists objectives of your speech/lesson in one or two sentences

B.     Attention Grabber- How will you entice your audience to listen

C.     Description of visual aid- list specifically what you are using in your speech

**II.**      **Body:** Step-by step plan of how you will present your speech

A.    Use evidence or, in case of “how to,” details arranged in chronological order

B.     Either avoid technical language or define it

**III.   Conclusion:**

A.    Simple restatement of objective

B.     Possible benefit from this process

 **Possible Topics**

  Explain similarities or differences (two television shows, two ways to travel)

  Explain a concept (a holiday tradition, the two-party system, chess strategies)

  Explain a process (training a dog, tying a bow tie, or painting a room)

**\***Lesson Plan must be turned in the day **BEFORE** you present your speech.

**PREPARATION**

  Choose a topic to which you can relate

  Establish visual aids that will clarify your points

o   Type/Number/Practicality

o   Coordination- must supplement the explanation not be the explanation, must function smoothly, and remember PRACTICE makes perfect!

**PRESENTATION**

  Pay attention to physical aspects

o   Posture/Body Language

o   Attire (Dress for success)

o   Vocal expression (Project your voice with confidence)

o   Eye Contact (Check for understanding)

o   Manipulation of visual aid (smoothness)

  Be aware of your language

o   Avoid casual speech habits and slang

o   Enunciate clearly (“just” rather than “jist”)

o   Avoid uh, well, like, etc.

  Be precise (don’t assume prior knowledge on the part of the audience)

  Work at being a speaker- not just a person repeating words

**CHECKLIST**

  Choose a topic you are familiar with.

  Fill at least 5-7 minutes of time.

  What pictures, graphs, materials or other visual aids make your topic clearer?

  Do you have a catchy attention grabber?

  Does your lesson plan have enough step-by step descriptions?

  Are your ideas connected by appropriate transitions and is your order logical?

  Have you used (and defined) any unfamiliar terms?

  Have you ended by capping your main points and closing with a catchy phrase?

Please note: It is your responsibility to clean up after your presentation, particularly if food is involved. ☺