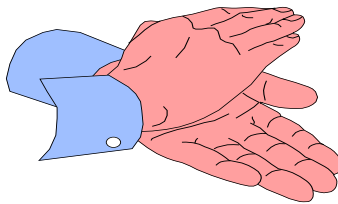




DEMONSTRATION SPEECH UNIT

TOTAL POINTS: 100

To give you an opportunity to organize the sequence of "how-to-do" something in a complete, accurate, and well-organized fashion and to do some official public speaking, you and your classmates will be expected to give a 5-to-10 minute demonstration speech. The purpose of this speech will be for you to tell and show the class in an entertaining, informative, and well-organized manner how to do whatever it is you are doing. As you select your topic, remember that you want to present something that your audience will find unbelievably captivating.



Controlling Purpose Statement (also referred to as the CPS)

The controlling purpose statement is a statement to let the teacher know exactly what you will be doing during your speech. It will be written above your outline when you hand in your final outline on the day of your speech. A CPS has four (4) parts. It will tell me the type of speech you are giving (*you're giving a demonstration speech*), the audience (*your class*), the number of steps it takes to demonstrate whatever it is you are demonstrating, and what you're demonstrating (*that's another word for your topic*).

WARNING: THIS STATEMENT IS NOT SAID DURING THE SPEECH AS AN INTRODUCTION!

Here's an example:

The purpose of this speech is to demonstrate to the class in 6 steps how to carve a pumpkin.

CAN YOU FIND THE FOUR PARTS?

Outline

The outline will help you to prepare and organize your speech. Listing all the materials needed and steps in your process will help you ensure that you do not miss anything important. The outline will also assist you in setting up on the day of your speech in a way that will aid your successful speech experience. The final controlling purpose statement and outline will be given to the teacher on the day of your speech. **This will be typed** and is worth **25 points**. (*CPS and bibliography must be on outline or 10 points are taken immediately off outline grade.*). The outline begins with a standard heading in the upper right, next comes the title of your speech (How to . . .) centered, then the CPS, and after the CPS comes the outline proper (introduction, materials, steps, and conclusion). The bibliography will be the last item on the outline page(s). **Fun facts do not appear anywhere on the outline.**

Everyone's outline will follow the same basic format. (*Your Roman numerals will be set up exactly as you see in the following example.*)

I. Introduction

*(Under this main heading, you will write out, word-for-word, your attention-getting, audience-involving introduction to your speech. **Have this pretty well memorized.** That will help you get through those first nervous seconds of your speech. It gets you started on the right foot.)*

II. Materials (or ingredients) used

- A. *(List materials or ingredients you will use for your demonstration.)*
- B. *(Next material or ingredient)*
- C. *(Next)*
- D. *(Etc.)*
 - 1. *(What are these for?)*
 - 2.
- E.
- F.

III. Steps involved

- A. *(List the first thing you do to make your product.)*
- B. *(Second thing...)*
- C. *(Etc.)*
- D.
- E.
- F. *(Use as many letters as you need)*
 - 1. *(Do you need to use a 1. and a 2.?)*
 - 2.

IV. Conclusion

*(Under this main heading, write out your conclusion word-for-word. Have this part pretty well memorized, also. It will make you feel good when you get to this part of the speech, knowing exactly what you are going to say, and knowing that **your speech is OVER!**)*

Bibliography

You need to have one resource that you must document in correct bibliography form at the bottom of your outline. Let's say you're showing how to make some ice cream surprise. To help fill dead-air time while you demonstrate, you might give us the history of ice cream. That information would appear on your note cards, BUT the bibliography entry (*the source where you got the information*) would appear after your outline. Several language reference books are available in the room for you. Use these as your model.

Note cards

On **4x6 index cards**, write the OUTLINE to your speech. This will aid you during your speech to remember the necessary things you need to cover. A minimum of 5 cards is required (introduction, materials, steps, conclusion, and fun facts). You will show the cards to your teacher immediately before your speech. They are worth **10 points**.

The speech

You must bring in all the necessary things to make your item. This is your responsibility. You can also "dress" the part as you do your speech. **(Remember, creativity is fun and impressive to teachers.)**

Evaluating the speech

The speech itself is worth **65 points**. Here are the areas that will be evaluated.

Introduction (10 points)

- Does the introduction get the audience's attention?
- Does it make the listener want to listen on?

Topic (15 points)

- Is the topic a good demonstration speech topic and have a reasonable number of steps?
- Does the speaker SHOW us how to do something?
- Are steps clearly explained?
- Does this topic give the speaker enough to talk about? (Dead air time)

Organization of materials (5 points)

- Are materials organized on the table neatly before the speaker begins the speech?
- Can the audience see the product being made?
- Are any materials missing, overlooked, or out of order?
- Is there a finished product?

Eye contact (10 points)

- When the speaker starts speech, is she/he looking at the audience?
- Does the speaker often look at the audience during her/his demonstration?
- Does the speaker give eye contact when speaking the conclusion?

Voice (10 points)

- Volume: Is the speaker loud enough?
- Enunciation: Can the speaker's words be understood?
- Rate: Does the speaker speak slowly enough to be understood?
- Confidence in voice: Does the speaker sound like she/he knows what she/he is talking about? Is the speaker energetic and enthusiastic about the topic?

Body language (5 points)

- Is the speaker's body language showing "confidence"?
- Is the speaker standing straight and tall? (Don't wiggle around or rock back and forth)

Conclusion (10 points)

- Does the conclusion summarize and wrap-up the speech?
- Is the speaker looking at the audience while delivering the conclusion?

Time limit

You must be within the set time limit or you will have ten (10) points deducted from your speech grade. **The speech time limit is 5 to 10 minutes.** You will be given a **15-second leeway**. Therefore, if your time is 4 minutes and 50 seconds, you are considered IN THE TIME LIMIT. No points are deducted. If you go over 10 minutes by 10 seconds, you are still within the time limit.

What happens if your time is 4 minutes and 25 seconds? Or 10 minutes and 30 seconds? Yes, you're deducing correctly. **Your speech grade will have ten (10) points deducted from it.** For example, a speech scored at 60 points will go down to 50 if it is not within the time limit.

YOU MUST PRACTICE THESE AT HOME TO MAKE SURE THE SPEECH IS WITHIN THE TIME LIMIT.

FIRST STEP IS TO DECIDE ON A GOOD TOPIC.

THIS IS THE HARDEST STEP.

A GOOD TOPIC CAN MAKE YOUR PRESENTATION OR BREAK IT!

THIS CAN BE A FUN PROJECT AND A GOOD EXPERIENCE IF YOU GET YOURSELF WELL-ORGANIZED AND WELL-PREPARED. WE WILL DO ALL WE CAN TO HELP YOU SUCCEED, AND IF THINGS GO POORLY, YOU WILL GET A SECOND CHANCE!

BELIEVE IT OR NOT, MOST PEOPLE ENJOY DOING THIS!

No student has ever been harmed during the presentation of demonstration speech.

