

**OBJECTIVES:**

1. To learn about classmates as an audience;
2. To collect, organize and present information about a classmate;
3. To select, organize and present an overview of a speech to inform;
4. To focus on the three channels of communication: look, tone and words;
5. To experience speaking before an audience without being graded.

**LENGTH:**

Each of the three (3) Mini-Speeches should be 2 to 4 minutes in length.

**PROCEDURES:**

1. Mini-Speech 1 – Introduction:
  - A. Introduce yourself to the class by sharing three areas:
    1. One thing about yourself personally (such as: where you grew up, members of your family, activities or sports in which you participate, etc.),
    2. One thing about yourself academically (such as: your major, why you chose Hope College, plans after graduation, etc.), and
    3. One personal goal you have set for this course.
  - B. Brainstorm a list of all the possible points you might want to include in these three areas.
  - C. Organize this list into three concise points: Attempt (if possible, but don't force it) to develop a common theme or thread that runs through all three points. For example: If you are a person who loves extreme sports, you could weave that theme throughout: "(INTRODUCTION) Once you get to know me, you'll learn that I love pushing things to the limits...(KEY POINTS) I got this trait from my family who push things to the limit each in his or her own way...I developed this trait in the extra curricular activities I've chosen in high school and college...and I will enhance this trait even more in this class as I push myself out of my own comfort zone...(CONCLUSION) I love pushing things to their limit. I ask each of you push me this semester in becoming an engaging public speaker."
  - D. Plan an opening statement that will grab the audience's attention and get them to focus on your topic/theme.
  - E. Plan a closing statement that will leave the audience wanting to learn more.
  - F. If you choose to use notes, make a speaking outline on one card.
  - G. Be prepared to choose a classmate who you previously have not met as your partner. State your overall message (theme) and body (key points) to your partner as though you are delivering it to the class. Ask your partner for feedback to help clarify your message and your key points.

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**MINI-SPEECH GUIDELINES**

2. Mini-Speech 2 – Greatest Achievement (Sustained Eye Contact)
  - A. Share your greatest achievement with the class.
  - B. Brainstorm a list of all the possible points you might want to include on this topic.
  - C. Plan a logical organizational pattern. Here are two possible ways:
    1. Break this achievement into a very limited number of concise points. For example: WHAT I did, WHY I did it and HOW I did it. Or the chronological order in which I did it: The FIRST step was, The SECOND step was, The THIRD step was. Or you might tell us what the achievement was how it made you feel MENTALLY, PHYSICALLY and SPRITUALLY.
    2. Simply tell us story about the event. Think of the organizational pattern as being like an Aesop's Fable. You tell us the story and then you end with the moral of the story that makes your point.
  - D. Attempt (if possible, but don't force it) to develop a common theme or thread that runs through all three points. The best presentations are those where you introduce the theme in the INTRODUCTION, mention it as part of each KEY POINT, and then refer to it in the CONCLUSION. Again: Don't force it!
  - E. Plan an opening statement that will grab the audience's attention and get them to focus on your topic/theme.
  - F. Plan a closing statement that will leave the audience wanting to learn more.
  - G. If you choose to use notes, make a speaking outline on one card.
  - H. Choose a classmate who you previously have not met as your partner. State your overall message (theme) and body (key points) to your partner as though you are delivering it to the class. Ask your partner for feedback to help clarify your message and your key points.
  - I. Deliver your presentation making sustained eye contact (about five seconds per person) with each of your classmates.
  
3. Mini-Speech 3 – Leisure Time Activity (Descriptive Gestures)
  - A. Share one of your favorite leisure time activities.
  - B. Brainstorm a list of all the possible points you might want to include on this topic.
  - C. Plan an organizational pattern. Refer to 1.C. or 2.C. above.
  - D. Plan an opening statement that will grab the audience's attention and get them to focus on your topic/theme.
  - E. Plan a closing statement that will leave the audience wanting to learn more.
  - F. If you choose to use notes, make a speaking outline on one card.

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- G. Choose a classmate who you previously have not met as your partner. State your overall message (theme) and body (key points) to your partner as though you are delivering it to the class. Ask your partner for feedback to help clarify your message and your key points.
- H. Deliver your presentation using big, broad descriptive gestures. Plan a descriptive gesture within the first nine (9) seconds of your presentation. You should also plan to use a descriptive gesture to support each key point.

**DEADLINES:**

- 1. Working Outline: None.
- 2. Presentations: As scheduled on the Course Syllabus.

**SPEAKING HINTS:**

- 1. Relax. It's good to be nervous. It lets you know that adrenaline is present to help you with vocal projection, descriptive gestures and a purposeful walk. Simply train the "butterflies" in your stomach to "fly in formation"
- 2. Take a breath before your start speaking.
- 3. Use sustained eye contact.
- 4. Concentrate on sharing what you know.
- 5. Use comfortable, but purposeful posture and body movements.
- 6. Dress so you feel good about yourself when delivering the speech. Confirm your dress is appropriate for your topic.
- 7. Be comfortable with appropriate silence and pauses.
- 8. Practice, practice, practice. But do not memorize it!

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