

Dear Family,

Just a short note to let you know that each student in the class will be working on researching, writing, editing, memorizing, and presenting a 2 to 4 minute oral presentation (speech) during the month February. While we will be devoting class time for the purpose of speeches, students will require time to be set aside at home as well.

The following timeline will help you monitor what is being done in class and at what stage of development your child's presentation should be.

| <u>Dates</u> | <u>In School</u> | <u>At home</u> |
|--------------|---|---|
| Feb. 7-10 | <ul style="list-style-type: none"> - brainstorming ideas of topics - links to Focus on Faith themes - creating subtopics - writing effective introductions - writing effective conclusions | <ul style="list-style-type: none"> - choosing topic - researching topic - developing subtopics - organizing ideas and subtopics - gathering information/research |
| Feb. 13-22 | <ul style="list-style-type: none"> - writing rough draft - conferencing with peer - presentation style and projection | <ul style="list-style-type: none"> - sharing speech with parents - type good copy when rough done |
| Feb. 23-27 | <ul style="list-style-type: none"> - in-class presentations - representative chosen from each class | <ul style="list-style-type: none"> - practice speech |

Thursday, March 8, afternoon - St. Francis English Public Speaking Finals

Please refer to the attached speech package for further details about each step of the writing process. We have also included the rubrics which will be used for the oral presentation and the written speech. If you have any questions, please do not hesitate to contact us.

Please note that a written copy of the speech is to be submitted upon presentation. This will be used as part of the writing evaluation for the second term.

Sincerely,

Mr. Culhane

Mrs. deSouza

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Please return this slip by **Friday, February 10, 2012**. Keep the top part for your reference.

Student Name: _____

Topic Chosen: _____

Parent Signature: _____

Student Signature: _____

Public Speaking – Student Planning Guide

Student Name: _____

My Topic: _____ Due Date: _____

Step 1: Generating Ideas

There are three different forms of text you can use to write your speech.

1. Persuasive

This type of speech is written to argue or persuade a case for or against a particular point of view or position.

2. Recount

This type of speech is written to tell an event or situation in order to inform or entertain your audience.

3. Report / Description

This type of speech is to provide a precise, organized, factual record on a specific topic.

Focus on Faith Themes

Stewardship of Creation
Human Dignity
Promotion of Peace
Community and the Common Good
Human Rights and Responsibilities
Dignity of Work
Global Solidarity
Option for the Poor and Vulnerable

Select a Topic

Follow these steps before you start writing your speech:

1. How does your topic connect to our Focus on Faith or Catholic social teachings?

2. What do you already know about your topic?

3. What would you like to learn about your topic? List your questions below.

Now you will have to do some research in order to answer the questions. This research may involve interviewing someone (e.g. a family member, an expert, or a professional). You may also be required to consult encyclopaedias, texts, articles, or media such as the internet. Begin to record your sources here:

Step 2: Drafting: Introduction

The introduction should be short, as interesting as possible, and clearly state your topic. Also make your audience aware of how your topic relates to our Focus on Faith and Catholic social teachings. Here are some proven techniques to help get your audience's attention:

- Start by telling an interesting or funny story related to your topic;
- Use a quotation from a famous person or some kind of expert;
- Start with a challenging question; and,
- Show the importance of your topic by listing some astonishing facts about it.

Write your introduction on separate lined paper.

Drafting: Body

The body of your speech contains all the important information that helps develop your topic. This will consist of several subtopics, separated into paragraphs.

Subtopics: (choose 3-5 main points)

- you should present information that helps the audience to understand your subject
- talk about each point in a new paragraph (see format below)
- you can use examples, stories, facts

Remember to use proper paragraph format for each subtopic.

- **Point** (introductory sentence)
- **Proof, Proof, Proof** (3-4 supporting facts/details)
- **Comment** (concluding sentence)

Subtopic (Main Point) #1: _____

Subtopic (Main Point) #2: _____

Subtopic (Main Point) #3: _____

Subtopic (Main Point) #4: _____

Subtopic (Main Point) #5: _____

Write the body of your speech on separate lined paper.

Drafting: Conclusion

The ending should be short. It should review your main points and how they relate to our Focus on Faith and Catholic social teaching in a meaningful way. Here are some proven techniques that may be useful:

- Reiteration: restate the position in light of argument presented
- Use a quote from an expert, or a personal comment
- Retell your introduction in an interesting way

Write the conclusion on separate lined paper.

Step 3: Rethinking and Revising

Before writing your final draft, re-read what you have written so far.

- Does it make sense?
- Is it interesting?
- Did you include everything you wanted to?
- Do you have extra information that you really don't need and might distract the audience from what you are really trying to say? (Take that out!)
- Could some of the sentences be moved or changed around to make them sound better?

Step 4: Editing and Proofreading

- Check your spelling, punctuation and grammar using an editing checklist.
- Assess your word choices. Do they make your point as clearly as possible?
- Vary the sentence length and order. (Don't always start with the subject of the sentence.)
- Use colourful language, such as similes, metaphors, and alliteration.

Sample editing checklist:

- Have I used capital letters correctly?
- Have I punctuated my sentences properly?
- Did I spell words correctly?
- Did I use words correctly?
- Did I use proper form in indenting, titles and margins?

Step 5: Publishing

Now you are ready to write your final draft. You must use your best handwriting, printing, or the computer. Make sure to include all the changes you made in Steps 3 and 4. You may want to transfer this final draft to cue cards in preparation for your presentation.

Step 6: Sharing

Practicing the Presentation of your Speech

Voice:

- It should be loud enough to be heard by everyone in the room.
- It should be clear, pleasant and relaxed.
- Volume, pitch and rate should be changed depending on the material presented in the speech. This will give your voice expression.

Pronunciation:

- Good pronunciation requires practice.
- Use your tongue and lips in a deliberate manner to give clarity to your words.
- Avoid slurring your words (e.g. "wanna", "gonna", etc.).

Posture

- You should stand straight, both feet should be kept apart.
- Avoid shifting from one foot to the other.
- Look directly at the audience. Attention should be shifted from one area of the audience to another.

Gesture

- Gestures are like words. They should be used only when they mean something.
- The body should be used to emphasize points.
- The speaker should use natural gestures. They should follow the thoughts of the speaker.
- No one gesture should be used too often. Gestures should be varied just as words are varied.

Speech Writing Rubric

| | Level 1 (D) | Level 2 (C) | Level 3 (B) | Level 4 (A) |
|-----------------------------------|---|---|---|---|
| Introduction | - lacks introduction | - short intro with little relevance to topic | - intro relevant to the topic, establishes interest | - engaging, compelling introduction |
| Conclusion | - lacks conclusion | - short conclusion with little relevance to topic | - concl. relevant to topic, clear sense of closure | - concl. sums up main idea of speech, strong sense of closure |
| Development of Speech | - incomplete organization of ideas | - mechanical and sequential organization of ideas | - logical & appropriate development of ideas | - logical, appropriate and increased complexity in development of ideas |
| Organization of Ideas | - uncertain sequencing - ideas randomly related | - beginning, middle, end - ideas/details usually support central theme | - sequencing logical, clear connection of ideas - ideas/details support central theme | - sequencing complex, logical and effective - ideas smoothly linked - details well integrated and enhance theme |
| Communication | - unclear - clumsy or monotonous | - generally clear - functional, lacks flair | - clear and precise - engaging and easy flow | - clear, precise, expressive, interesting, fluid |
| Reasoning | - central theme, few simple ideas | - variety simple related ideas, some details | - some complexity, well developed and supported with variety of details | - thoroughly developed, enriched with details beyond obvious/predictable |
| Application of Conventions | - control of a few conventions - major errors impede communication | - control of many conventions - several minor errors occasionally detract from communication | - control over most conventions - few minor errors do not interfere with overall communication | - skillful control over all conventions - may be manipulated for stylistic effect - errors, if any, are minor |

Speech: Oral Presentation Rubric

| | Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|--|--|--|
| Content - Accurate and on topic - Significant - Appropriate - Ideas are clear and logical | - Speech is off-topic, with an unsupported main idea. Thoughts are repeated with no creativity. The speech lacks originality. | - Speech has little support for the main idea. It is unfocused and has poor choice of language. There is little descriptive detail and it lacks imagination. | - Speech is well-organized, focused, and detailed but lacks imagination and has ineffective use of descriptive details. | - Speech is accurate, persuasive, factual, and on topic. It evidences clear ideas, with good choice of language. As well, it is creative and imaginative. |
| Organization - Purpose is evident - Ideas are developed in sequence - Main points are highlighted | - The speech has an unclear focus. The topic is not effectively developed and the speech arrives at no conclusion. | - The topic is mentioned but the ideas are poorly developed. Organization lacks structured and variety. The ending is weak. | - A good attempt has been made at presenting a purpose. There is a good sequencing of ideas and the closing remarks provide an effective ending. | - Speech is clear, with strong purpose. All components are present. There is an interesting introduction, complete development and effective conclusion. |
| Presentation - Eye contact - Effective gestures - Fluent with good pronunciation - Clear voice - Varied rate of speaking, tone and volume | - The speaker is very difficult to hear. Speech tends to be in a monotone. There is no visible eye contact and gestures are not used. | - The speaker utilizes a low volume, with little expression. It is sometimes difficult to understand the speaker. There little eye contact and gestures are almost never used. | - The speaker is easy to hear but utilizes little variation in tone and rate. Eye contact is sporadic and gestures are somewhat limited. | - The speaker employs a varied speech rate and utilizes a clear voice, with a natural and comfortable pace. Eye contact is effectively used and gestures contribute to overall effect. |
| Overall Impression - Audience appeal - Confident and enthusiastic delivery - Good posture | - The speaker is unsure during delivery and demonstrates a lack of enthusiasm and expression. The speaker is unable to engage the audience's attention. | - The speaker tends to be hesitant and nervous during delivery. The speaker has trouble engaging the audience's attention. | - The speaker is comfortable with the audience and is able to gain and sustain their attention. The speaker demonstrates an easy presence during delivery. | - The speaker is confident, dynamic, and engages the audience's attention. Good posture and effective handling of the topic are always in evidence. |