

INFORMATIVE PREPARED SPEECH

An Informative Prepared Speech

This format requires that the speaker write and deliver their own speech. The speaker will inform or educate the audience on a single issue or topic. The topic is only limited by age appropriateness of the topic for the member. Advocacy of political or religious views is not appropriate. The purpose of this category is to encourage participants to give a speech in which they seek out accurate information, organize it into a useful form, and competently present the information.

A speech has a clear and understandable theme or thesis. Citing sources can increase the credibility of the speech if it does not interfere with the delivery of the prepared speech. The speaker is expected to discuss the chosen topic intelligently, with a degree of originality, in an interesting manner, and with some benefit to the audience.

A prepared speech should have a clearly defined introduction, body, and summation. The body contains the development of the main ideas of the prepared speech. The summation should not introduce new material but should be used to reinforce the ideas developed in the body and cement the theme and main ideas in the minds of the audience.

Posters and Slides: None Allowed

Visual Aids: No visual aids will be used by the speaker to assist with the delivery of the prepared speech. No props are allowed

Length: A speech generally lasts from two to five minutes and may extend up to 10 minutes based on age or experience. Exceeding 10 minutes in length does not result in disqualification but will be considered when evaluating the presentation.

Number of Presenters: Prepared speeches may only be given as an individual activity.

Questions: Anyone may ask questions. Evaluators ask questions first. Time for questions may be limited.

Notes Cards: Notes on a 5"X7" card (single side) may be used by the speaker to assist with the delivery of the speech. The note card should be inconspicuous and not detract from the speech

Attire: Appropriate attire for the occasion. Costumes may not be used.





INFORMATIVE PREPARED SPEECH

Date

Location	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Section/Region <input type="checkbox"/> State <input type="checkbox"/> Other				
County	<input type="text"/>		Title	<input type="text"/>	
Member Name	<input type="text"/>		Age	<input type="text"/>	

A. Technical Requirements: Following the 4-H Presentation Manual Guidelines Total Possible: 2

Requirement:	Not met (0 points)	Met (1 point)	Points
1. Length was within 2-5 minutes?	No	Yes	
2. Appearance: Appropriate attire for presentation (no costumes) and speaker is well groomed	No	Yes	

B. Content: The purpose of the presentation and the information and ideas presented Total Possible: 8

3. Content was appropriate (suitable) for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1 pt) Within acceptable margins for ability	
4. Speaker demonstrated knowledge of the content	(0 pts) Lack of knowledge demonstrated		(1 pt) Full knowledge of content demonstrated	
5. Breadth and depth of evidence (references) used in the presentation	(0 pts) No references presented		(1 pt) At least 1 reference presented	(2 pts) 2 or more references presented
6. Purpose of prepared speech accomplished effectively	(0 pts) No		(1 pt) Speech was semi-effective	(2 pts) Speech was effective and informative
7. Responses to questions	(0 pts) Speaker not able answer questions	(1 pt) Speaker able to partially answer questions	(2 pts) Speaker able to fully answer questions	

C. Structure: The framework that organizes the content Total Possible: 13

8. Introduction: Opening device; personal introduction; states purpose	(0 pts) No	(1 pt) Included 1 aspect	(2 pts) Included 2 aspects	(3 pts) Included all aspects	
9. Body: Following steps in logical order; smooth transitions; maintains interest	(0 pts) No	(1 pt) Included 1 aspect	(2 pts) Included 2 aspects	(3 pts) Included all aspects	
10. Conclusion: Includes summary, resources, and asks for questions	(0 pts) No	(1 pt) Included 1 aspect	(2 pts) Included 2 aspects	(3 pts) Included all aspects	
11. Presentation was well-structured (organized) to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation structured adequately		(2 pts) Speech was highly structured and planned	
12. Presentation gained and held audience interest	(0 pts) Audience interest was not	(1 pt) Interest was held for the majority of the speech	(2 pts) Interest was held for the entire speech		

D. Mechanics of Presenting: How the speaker uses voice and body to present content Total Possible: 10

13. Verbal: Projection; tone; speech rate; vocal variety	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of verbal devices to convey content	
14. Non-verbal: Facial expressions; gestures to reinforce important points	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of non-verbal devices	
15. Eye contact with the audience	(0 pts) No eye contact	(1 pt) Some eye contact	(2 pts) Sufficient eye contact		
16. Poise and confidence	(0 pts) Speaker did not appear confident	(1 pt) Speaker appeared somewhat poised and confident	(2 pts) Speaker appeared poised and confident		

(Possible 33) Total Score: