

Unit 3

Info Day B

Comm 2004. Spring 2020.

Homework

Maroon and Oranges

Bring rough draft outline and bibliography to

Prep Day

Maroons

Prep Day Friday March 6

Oranges

Prep Day Monday March 16

Quiz 3 due Friday

***If project in
progress sit on
left side of room.**

**If project is
completed, sit on
the right side***



CLASS PREVIEW

- *Midterm Review*
- *Organization*
- *Conclusions*
- *Speech 3 Recap*
- *Q&A Explanation*
- *Delivery Activity*

MIDTERM REVIEW

Organization

Turn to page 58 of Course Guide

INTRODUCTION

Includes similar components to speech 2. See critique sheet to ensure you have included all parts.

BODY

IN PROGRESS

Background of Project

Work Completed

Present Status

Work Remaining

COMPLETED

Background of Project

Work Completed

Problems/Solutions

Reflection

Organization

Turn to page 58 of Course Guide

- Transition into conclusion

CONCLUSION

- How effective was the project?
- Summarize accomplishments and **review main points**
 - Primacy and Recency Effect
- Remain factual/informative, don't want a call to action
- Will include a Q&A
- Close with a memorable thought



Goals of a Conclusion:

- Want to clearly signal audience that speech is coming to an end
- **Summarize main points**
- **Reiterate topic and purpose**
- Avoid transitioning into conclusion with "In conclusion"
- Don't want to end by saying "that's it" or "I'm done"
- Unnecessary to end with "thank you"



For this speech:

- Summarize main ideas and reiterate thesis in conclusion
- Ask for questions
- A critique group member will ask **ONE** question
- After answering question, will close with a memorable thought speaker
- Want to go out with a bang 😊

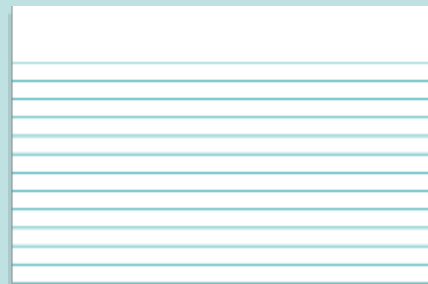
Speech 3 Recap



Time: 4:30 - 6
Minutes



Audience:
Stakeholders



Notecards:
Maximum of 4



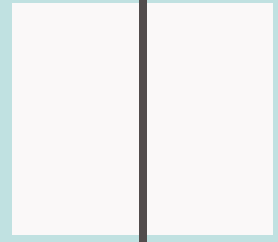
Visual: 2-4 Slides +
Black Spacer Slides



Purpose: To
inform



Citations: Minimum
of 2



Q&A Activity



Question & Answer 101

Repeat/Rephrase the Question

Make eye contact with person who asks question,
then rest of audience

Be concise with response

Don't wing it - totally fine to say "I don't
know, let me get back to you"



Delivery Reminders

PowerPoint Use:

- Maintain eye contact with audience
- Timing of slides
- Blacks spacer slides

Vocals:

- Finish strong – don't fade out
- Pacing

Movement:

- Be intentional – try triangle method
- Avoid swaying

Gestures:

- Avoid gesturing with notecard
- Let arms fall naturally, don't want TRex arms



■ Delivery Activity

Come to the front as a critique group

Choose a mistake

Don't share it with
others

Act out mistake

Approximately 10–30
seconds

***Class will
guess +
discuss!***

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