MINI-SPEECH GUIDELINES
COMMUNICATION 140—PUBLIC PRESENTATIONS

OBJECTIVES:
1. To learn about classmates as an audience;
2. To practice the three channels of communication: look, tone and words;
3. 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 (Benchmark)
   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 goal you have set for this course.
   B. Brainstorm a list of possible points you want to include.
   C. Organize this list into three concise points.
   D. Attempt (if possible, but don’t force it) to develop a theme that runs through all
      three points.
   E. Plan an opening statement that will grab the audience’s attention and focus them
      on your topic.
   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.

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.
   C. Organize this list into three concise points.
   D. Attempt (if possible, but don’t force it) to develop a common theme that runs
      through all three points.
   E. Plan an opening statement that will grab the audience’s attention and get them to
      focus on your topic.
   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. Deliver your presentation making sustained eye contact (about five seconds per
      person) with each of your classmates.

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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.
   C. Organize this list into three concise points.
   D. Attempt (if possible, but don’t force it) to develop a common theme that runs through all three points.
   E. Plan an opening statement that will grab the audience’s attention and get them to focus on your topic.
   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. Deliver your presentation using big, broad descriptive gestures. Plan a descriptive gesture within the first nine (9) seconds of your presentation. You should also plant to use a descriptive gesture to support each key point.

DEADLINES:
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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