The Personal Experience Speech Assignment Sheet

**Background:** There are many instances in Public Speaking situations where you will have to share something about yourself to an audience. A speech to share a personal experience can have many different purposes. For this speech, you will share a personal experience with the audience that will inform, persuade, or entertain. Your time limit is 3-4 minutes.

**Purpose:** The purpose of this assignment is to determine the purpose of the presentation, analyze the occasion, identify and rehearse appropriate gestures and determine and rehearse appropriate level of enthusiasm.

**Audience:** The audience for your speech is your peers and the teacher for evaluation.

**Task:** The key to a successful presentation is choosing a topic that is recent and fresh in your mind. Your audience must be able to relate to your experience. Therefore, your topic should be vivid in your memory and personal. It must tug at one or more emotions for the audience to relate to. Make your audience want to understand you and enjoy what you say. It will be your job to tell about your experience in an interesting way.

**Procedure:** Use the boxes to check off items as you complete them.

1. Take notes on your teacher’s instructions and examples. This will be a valuable tool in planning and organizing your presentation.

2. Choose your topic wisely. Examples: vacations, friends, moving, sports, embarrassing moments, lessons learned, etc. Do not share anything too personal or which may be construed as derogatory.

3. Decide what type of presentation you want to make (inform, persuade, entertain) and confine your efforts to one.

4. Consider what elements or ideas concerning the experience will most interest your audience. Visualize the people, places, and things by describing what happened. Recount what happened around you.

5. Make sure you have an attention getting, curiosity arousing introduction.

6. For the body of your speech, consider your own personal thoughts and reactions and anyone or anything that played a part in the event or situation that made the experience funny, sad, exciting, etc. TELL ABOUT IT/ THEM!

7. Have a STRONG conclusion.

8. Make a final evaluation of your outline before you decide it’s ready for presentation.
9. Ask yourself, would you be interested in this speech if you were listening in the audience?

10. Rehearse your speech aloud in front of a mirror or friends/family.

11. Memorize the speech’s sequence of events.

12. Rehearse more.

13. When delivering your speech, let your arms and hands gesture whenever you need to emphasize something you are saying. Make your movements deliberate. Use body language to demonstrate any points you can.

14. Use your voice conversationally, but talk loudly enough to be heard by the person sitting farthest from you. Be sure to include vocal variety.

15. Do not fiddle with your notes.

16. Speak with authority, DO NOT BABBLE OR RAMBLE.

17. Review your notes on public speaking, especially chapter 5 dealing with delivery.

18. Become familiar with the rubric for evaluating so you know what the teacher is looking for.

19. Hand in on a 3x5 index card with your name, period, and top three topic choices in rank order of preference to be approved by the teacher on ________________

   Everyone will present a different topic, so first come first served.

20. Review the schedule of speaking.

21. Be prepared on your assigned day.

22. REHEARSE, REHEARSE, AND REHEARSE AGAIN! Remember the mirror!

23. On your assigned presentation day, be sure to have TWO copies of your outline!

24. See the teacher with any questions or concerns. Refer to your calendar for due dates.

My topic: __________________________________________________________________________

My presentation date: __________________________________________________________________