

Basic information

Length: 4:35 (assignment 6-8 minutes)

Topic: Man's Best Friend

General comments

The informative presentation had some significant issues with the assignment.

Your speech was adjusted by six points because you were more than **30** seconds over/under the time limit.

I am not sure how the stories themselves are the main points. Stories are usually subpoints that are used to make a point. Storytelling can be part of an informative presentation, but it is not really an informative speech. What are you teaching or demonstrating?

Need to consider the repeated use of phrases such as "I will tell you" or "I will tell you a story."

Some delivery problems including:

- verbal fillers that were distracting
- kept looking at the screen during your presentation and reading significant portions of the speech
- you were pacing back and forth during your presentation
- Your gestures were awkward – they were not in sync with the presentation

Review evaluation comments and links

Review the evaluation comments below and the attached copy of your video to identify specific actions that you can take to improve your work's content. You may also wish to talk with your instructor.

If you wish to talk with your instructor regarding your grade on the assignment, here are a few things to consider.

- Review the assignment requirements, comments, and videos if available (gather your evidence). Some typical problems are missing outline, weak or no visuals, weak use of visuals, weak delivery, short or long speech length, organization issues, introduction or conclusion issues, and no evidence used/cited in the presentation.
- Come prepared to make the argument for why you deserve a higher grade rather than ask the instructor to justify the grade. The feedback provides the information on your instructor's viewpoint (Prepare your argument). Consider how your work fits the criteria you are looking at (e.g., exceeds expectations, meets expectations)
- Review samples of good informative speeches (do your research).

Areas for improvement

Make improvements in the structure of the presentation.

Begin by reviewing the video of the presentation and identify the areas that seemed to fall short of meeting expectations. Here are some questions to consider.

- Does the introduction grab your attention?
- Does the introduction provide enough information for the listener to know where you are doing (thesis, preview)?
- Does the conclusion provide a summary and a short conclusion that is normally connected to the introduction?
- Does the presentation reflect connections and flow toward a conclusion?
- Are you using an appropriate organizing scheme for your presentation?
- Can you easily outline your presentation?

Make improvements in the content of the presentation.

Here are some questions to consider when reviewing the video of the presentation.

- Did you, at a minimum, cover all the required content for the presentation?
- Did you go beyond the minimum stated content expectations?
- Did you provide complete explanations with examples and evidence to support your claims?
- Is the content high quality? Are the qualifications of sources considered when planning to include them in the presentation?
- Is the logic of the presentation complete?

Make improvements in the delivery of the presentation.

Here are some questions to consider when reviewing the video of the presentation.

- Do you notice verbal fillers in the presentation (e.g., um, like, ahh)?
- Are you reading the presentation to the audience? Where are you looking (eye contact)?
- How well did you vary your voice to emphasize key points?
- Are you speaking too fast? To slow? To quiet?
- How are you managing your notes? How are your notes organized?
- How are you utilizing the lectern? Is it a barrier to the audience?
- How is your posture?
- How well do you control the available space?
- How are your gestures?
- How are you dressed?
- How long did you speak?

Make improvements in the use of visuals in the face-to-face classroom.

Here are questions to consider when reviewing the presentation video for a classroom presentation.

- Would you describe your use of visuals as professional?
- Did the visuals add value to the presentation?
- Are you looking at the screen or reading visuals to the audience?
- Were there coordination problems between the speaker and the visuals?
- Did you have any technical issues when using the visuals?
- Did all the media you incorporated into the presentation work as expected?
- How would you change the composition of your visuals?
- Are there problems with the quality of the images in the visuals?
- Did you use copyrighted material without recognition?