

Name: \_\_\_\_\_

Miss Crossley

Period: \_\_\_\_

Date: \_\_\_\_\_

## Honors Project 2018-2019: Present Your Own TED Talk

**3<sup>rd</sup> quarter project:** Now that you've seen several TED talks, and thought about several topics you could present, you are going to prepare to give your own TED talk. Your task this quarter is to write a draft of your speech and create a visual aid to accompany it. Please keep this page for a reference on due dates and as a help in completing your work this quarter.

- Write a 5 minute long speech: Due **Feb. 22<sup>nd</sup>**
- Revised speech w/ delivery system: **Due Mar. 8<sup>th</sup>**
- Visual aid: Due **Mar. 14<sup>th</sup>**

### Speech Writing Tips

- **Get Their Attention**
  - Nobody likes to be bored. So put yourself in your audience's shoes. Find an interesting way to start your speech.
- **Tell Your Audience Your Point**
  - When people read and don't understand something, they can go back and read it again. But with a speech, listeners have to get your points the first time. They can't "re-listen." So, make your point clear and focused throughout your speech.
- **Write Like You Talk**
  - Remember that you're writing a speech, not an essay. People will hear the speech, not read it. The more conversational you can make it sound, the better. So try these tips:
    - Use short sentences. It's better to write two simple sentences than one long, complicated sentence.
    - Use contractions. Say "I'm" instead of "I am" "we're" instead of "we are."
    - Don't use big words that you wouldn't use when talking to someone.
    - You don't have to follow all the rules of written English grammar. "Like this. See? Got it? Hope so." People don't always talk in complete sentences with verbs and nouns. So try to write like people talk.
    - Always read your speech aloud while you're writing it. You'll hear right away if you sound like a book or a real person talking!
- **Use Concrete Words, Examples, and Facts**
  - Concrete details keep people interested. For instance, which is more effective? A vague sentence like "*Open play spaces for children's sports are in short supply.*" Or the more concrete "*We need more baseball and soccer fields for our kids.*" You want people to believe that you know what you're talking about! Use facts to support your point. Your presentation should reflect who you are and what you care about.
- **End With a Bang!**
  - End your speech with a strong, powerful conclusion. Leave people feeling excited and that's what they'll remember about you.

## Speech Editing Tips

- **Say It Out Loud**
  - You can't just mumble to yourself! You must practice reading your speech like you're really talking to a group. Why?
    - 1<sup>st</sup>: you'll find out how long it is. Remember, 3.5 minutes is the minimum, 5 minutes is the maximum.
    - 2<sup>nd</sup>: when you read out loud, you hear problems that your eyes didn't notice, like sentences that are way too long and seem to go on forever.
    - 3<sup>rd</sup>: when you read out loud, you'll hear accidental tongue-twisters.
- **Mark Up Your Script**
  - It's a good idea to think of anything you write to read aloud as a script. So when your speech is finished, get a pencil and mark it up. That means actually making marks on the speech to help you remember how you want to sound when you present your words aloud.
    - Underline words that you want to emphasize by saying them louder or with more energy.
    - Mark places where you want to pause for dramatic effect, or where you need to take a breath.
    - There are no special marks to use. Just make up your own. Maybe put a "P" where you want to pause.

## Speech Delivery Tips

- **Slow It Down**
  - Many people experience stage fright when called upon to speak publicly. The result can be racing through your speech without pausing. Try to speak slowly and clearly in a voice that is loud without shouting.
- **Keep It Lively**
  - While it's important to speak slowly enough that people will hear what you have to say, it's also important to speak with enough emotion and feeling that people will want to listen. Practice speaking with conviction. Include some pauses and emphasize your key points with your voice. Refer to your marked-up script.
- **Make Eye Contact**
  - Look up from your paper whenever you can – maybe even just use notecards with key points to keep you on track. Your goal is to engage your audience and make them feel as if you are addressing them personally. If you feel nervous, one trick is to look out at your audience as if you're making eye contact, but don't actually look at anyone directly. Talk to the audience, not to your visual aids. Avoid turning your back to the audience.

## Visual Aid Tips

- **Use Your Visual Aid as an Aid**
  - Remember, your visual aid *adds* to your presentation – which is your speech. Using visual aids is meant to highlight and support your key points.
- **Limit the Amount of Material on Any 1 Slide**
  - Use each slide to convey a single point. Bullet points – no more than four or five per slide – explain, illustrate, or substantiate that one point.
- **No More than 15 Slides Total (up to 3 per minute)**

## Speech and Visual Aid Rubric

Name: \_\_\_\_\_

Element	Score
Final draft takes 3.5 to 5 minutes to deliver	4   3   2   1   0
Delivery method prepared: a marked up script, notecards, notes on your visual aids	4   3   2   1   0
Visual aid has between 5-15 slides, that supports, doesn't become the presentation	4   3   2   1   0
Any included video or audio takes $\leq$ 90 seconds	4   3   2   1   0

Total: \_\_\_\_\_/16

<p>Name: _____</p> <p style="text-align: center;"><b>Reflection</b></p> <p>Created a visual aid to accompany my speech <input type="checkbox"/></p> <p>Practiced my speech again, with my visual aid and delivery method. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• My time was: _____</li> <li>• I need to adjust my speech/presentation by: _____</li> </ul>	<p><b>Due:</b> <b>Mar.</b> <b>14<sup>th</sup></b></p>
<p>Name: _____</p> <p style="text-align: center;"><b>Reflection</b></p> <p>Revised and edited my draft. <input checked="" type="checkbox"/> Now my word count is: _____</p> <p>Created a system to help me deliver my speech. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• I chose: notecards / script / PPT notes / other: _____ because _____</li> </ul>	<p><b>Due:</b> <b>Mar.</b> <b>8<sup>th</sup></b></p>
<p>Name: _____</p> <p style="text-align: center;"><b>Reflection</b></p> <p>Typed first draft of speech <input type="checkbox"/></p> <p>Gave my speech and timed myself. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• My time was: _____</li> <li>• I need to adjust my speech/presentation by: _____</li> </ul>	<p><b>Due:</b> <b>Feb.</b> <b>22<sup>nd</sup></b></p>