

**Group Presentation Assignment Sheet**  
**1216-110 Essentials of Speaking and Listening**  
Instructor: H. Rasmussen

**Overview**

Your fourth, and final, speech in this course will be an informative group presentation. In terms of preparation, this will be the most extensive of all the speeches. This assignment will test your small group communication skills, your organizational proficiency, and your ability to incorporate any and all necessary information in order to give the class an in-depth understanding of your chosen topic. Topic selection and definition will play a crucial role in your success with this assignment. Remember, you will be issued a grade based on your individual *and* collective performance. The assignment will account for **150 points** of the allotted total for this course.

**Requirements**

1. This speech will be between **18 - 20 minutes in length**. You will receive time signals from me to aid you in meeting that mark. For every 30 seconds over or under that timeframe, you will see a point deduction equal to half of one letter grade factored into your final score.
2. Groups will develop a **group contract** which lays out expectations for members, disciplinary actions, and procedures for firing a member of the group. All items in the group contract are subject to my approval.
3. Groups must incorporate at least **one effective visual aid** throughout the presentation (i.e., pictures, graphs, media, etc).
4. Groups will verbally cite **at least 10 separate, credible sources** in the body of the speech. Your group will be allotted **two 3X5 notecards per person**. You may choose to divvy these up in any way you see fit.
5. This is a culmination of everything you've learned from the previous speaking assignments. As such, I will be weighing all items on the evaluation sheet more or less equally. It should come as no surprise that you'll be expected to demonstrate exceptional **listening skills** when your peers are speaking.

**Grading Criteria - Speech Evaluation Form**

1. TIME!
2. Use and verbal citation of secondary sources
3. Speech composition and organizational structure (main point *and* sub-point)
4. Connectives!
5. Effective presentation of informative material in a small group context

**Comments**

You've made it; you've all reached the end of the course and I am extremely proud of your achievements over the past weeks. Go back and re-read the evaluations you've been given. Learn what you can from those observations and leave behind all negativity. This is a culmination of your experiences in this course. Go out with a bang.