

Informative Toastmasters Speech

Fourth grade students will be participating in Toastmasters speeches on **February 21-27th**. It will be an informative speech, 2-5 minutes in length. Your child needs to choose possible topics that are related to ESTEEM (Ethics, Science, Technology, Engineering, Entrepreneurship, Mathematics) by **January 12, 2018**. They will be working on the speeches in class and finish any remaining work at home. As you prepare and practice, keep the following in mind:

1. An informative speech communicates certain information and facts about a particular subject. An informative speech conveys information, explains what something means, or tells how something works. The audience will be 3rd and 4th graders so the speech needs to be at their level. Each student will choose a topic that relates to our school focus of ESTEEM (see list of examples written by the student).
2. The speech must be **2-5 minutes in length**. If it is shorter, you should review the content to see where you might add more facts. If there is nothing more to add, you should consider changing topics to something more suitable for an informative speech. Keep in mind that when you present your speech in front of the class, you may be nervous and speak more rapidly than when you practiced at home. This may result in your speech being delivered in less than 2 minutes in class unless you prepare a longer speech.
3. You should practice your speech as often as necessary to try your best to **memorize it, rather than read it**. Index cards should be used. You may use these cards when presenting your speech, but the speech should not be read. Many students choose to put as few words as possible on their cards so they are not dependent on the cards when delivering their speech. You may choose to write out the introduction and conclusion, but it is recommended to use only buzz words or short phrases to remind you of what you want to say in the body of your speech. Parents can help by having you practice the speech and can encourage you to look at them rather than the cards. With practice you will become more comfortable and less reliant on the index cards.
4. The **introduction** is a very important part of the speech and should accomplish two goals: to grab the attention of the audience and briefly outline what the body of the speech will be telling them. The **conclusion** is also a very important part of the speech. It should summarize what the speaker has said. Speeches with weak introductions or conclusions will have points taken off. "Hello, my name is..." is not an introduction and should NOT be a part of the speech. Also, "Thank you for listening to my speech" is not a conclusion and should NOT be a part of the speech.
5. Props and posters will not be allowed. No objects (including, but not limited to, stickers, candy, brochures, and items related to your speech) will be allowed.

Each speech will be completed by **February 9, 2018**, to provide plenty of time to practice the speech at home. The grading rubric is attached so you are aware of how the speech will be graded. **Just as a reminder, the speech will be researched and written in class.** If you have any questions, please do not hesitate to contact your child's teacher.

Thank you,

Mrs. Cabaj, Mrs. Mobley, Mrs. Tatlock, and Miss Ungerman

Possible topics:

Return the bottom portion by **January 12, 2018**.

Toastmasters Speech: Informative

Student's Name _____

Topic _____

Parent Signature _____

