INFORMATIVE SPEAKING   **INFORMATIVE SPEAKING**

An informative speech is an original presentation designed to clearly explain, define, or illustrate a particular subject. Because the basic purpose of the speech is to inform, material that is argumentative, persuasive, or entertaining may be used only to illustrate, enliven, or clarify the information the speaker presents.

A participant in informative speaking must use a different speech each year. A contestant, however, can make modifications in material at any time, including revision in a speech for the local, district, regional, or state tournament. Material used in middle school competition is unacceptable for reuse in high school competition. Speeches used at the Michigan Speech Coaches Incorporated spring tournament in the previous year may be presented without sanction during the current individual events season.

Each speaker chooses an original topic and prepares the speech before the contest. At each level of the elimination series or middle school tournament, the contestant and the director at the school of the contestant must certify, prior to the start of the tournament, that the informative speech is the original work of the contestant. Written certification of the originality of the speech must be given to the tournament director prior to the start of the contest.

Contestants participating in informative speaking must have a manuscript or an outline for the judge upon request. Speakers must use proper documentation in the manuscript. The request for the manuscript or the outline of a contestant by the judge must be made within the time frame of the round of competition.

The manuscript or outline must include directly quoted material and/or paraphrased material, which is used in the speech. Plagiarism, the failure to provide accurate credit to the author(s) of directly quoted material or paraphrased material, is a serious offense and is a basis for disqualification.

The speaker may wish to incorporate the use of visual aids, audiovisual projections, or demonstrations. A demonstration is defined as the actual operation of a piece of equipment, an object, a device, or a process. Visual/audio aids should supplement the presentation and should not be the major focus of the speech. The use of visual aids, audiovisual projections, or demonstrations should not interfere with the speaker's communicative contact with audience. Only one easel may be used. No tables, carts or other display equipment are allowed. Set-up time is limited to two minutes.

Procedures that endanger the health and safety of the viewers are prohibited. Live animals are not permitted. Caution should be used in distributing consumable products to an audience.

The suggested time limit for informative speaking in high school is five minutes to eight minutes, while the suggested time for informative speaking in middle level events is four to seven minutes. Presentations that do not conform to the suggested time parameters may be penalized at the discretion of the judge. Penalties are not mandatory for timing irregularities.

BASIS OF DECISION

<u>Concept of Informative Speaking:</u> The purpose of an informative speech is to secure understanding. The topic should be suitable for the audience, yet reflect originality. A good informative speech is developed through organization, amplification, clarity, and interest. Supporting material should be presented in a logical manner designed to maintain a high level of interest for the listener.

<u>Action and Platform Conduct:</u> The speaker should exhibit personality, maintain direct eye contact with the audience, show physical poise, and demonstrate freedom in posture, movement, and gesture. Prompting from the audience is not allowed and could be the basis for disqualification. Oral Presentation: The delivery of the speech should be enthusiastic, direct, sincere, and communicative. The speaker's delivery should be free from marked defects in the mechanics of speech — quality and use of voice, enunciation, and fluency — and should be effective in enlisting and holding the interest of the audience. The informative speaker may deliver the speech from a manuscript, memory, an outline, or any combination thereof.

OFFICIAL BALLOT FOR INFORMATIVE SPEAKING

Timing: Each presentation must be timed. Timing starts when the presentation of the contestant begins. Either the judge or an alternate timekeeper, under the supervision of the judge, is responsible for using a stopwatch and for displaying time cards that are clearly visible to the contestant unless the contestant prefers not to have cards. The number showing on the card should indicate the amount of time remaining. Judges should give an oral report of the actual time at the completion of each performance. Timing must be indicated on the ballot as well as on the contestant's critique sheet.

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Contestant Evaluation:
The ballot must be completely filled out and needs to include the contestant's name and code, the author, the rank, the percentage score, and the time of the presentation. Judges are to sign their ballots.

Each judge shall rank the participants as 1,2,3, according to the relative merits of the contestants. All other contestants will receive a rank of 4. The judge shall also assign a percentage score ranging from 100 to 75. No two contestants can be given the same percentage.

All point scores must be assigned in whole integers. One hundred percent must be assigned to the best contestant with the points for all other contestants in the range of 99-75. The assignment of a score between 75-79 should be reserved for special circumstances; such as when a contestant fails to complete his or her presentation, exhibits inappropriate behavior, or performs highly inappropriate material.

Critique sheets and ballots must be given to the tournament director or returned to the tabulation room at the conclusion of each round.

Note: As of August 2015 - Contestants do NOT draw for order. Use the order as listed on the schematic.

Order	Contestant	Code	Time	Rank	%
1					
2					
3					
4					
5					
6					
7					

Round ___ Section ___ Judge _____ Code _____ School _____