

Chapman Bus 218

2nd Speech Assignment Prompt

Final Speech

The Career Speech Interview Presentation

An informational Speech about an interview you had with someone about a particular career of interest to you.

Purpose of the assignment

1. Enhance students competence as an interviewer
2. Enhance students oral presentation skills
3. Help students obtain information about different career fields
4. Help students learn what hiring managers are looking for when they interview someone
5. Help students gain insight that will make them more effective interviewees when on the job hunt

The Interview

1. Locate someone who works in a field that either you are interested in or simply find interesting. Feel free to ask anyone including family members, friends, etc. You may also want to contact someone you do not know in the field - you will be surprised how many people would like to share their experiences and knowledge.
2. Schedule an interview (approximately 30 minutes) with that person
3. Prepare a list of questions that will help you gain information about that field, how to enter the field, and how to successfully interview for a position in that field
4. Be prepared for your interview. Have your questions ready, be on time, and stay on schedule. Act professionally.
5. Conduct the interview and after the interview be sure to send a thank you note to the person you interviewed
6. Questions to ask the person you are interviewing:
 - a. What their job entails?
 - b. What an entry level position entails?
 - c. Education requirements
 - d. Likes / Dislikes about the field and/or position
 - e. Suggestions for someone looking to get into the field including how to interview successfully for an entry level position
 - f. What the biggest mistake someone could make is when interviewing in general or in this field?
 - g. Any other questions you feel are pertinent i.e. advancement opportunities, future of the field, salary range, working conditions, etc. (just remember you're only preparing for a 4-5 minute presentation meant to primarily give insight to the career and your interview experience)

The Presentation

1. Provide the class information about the following:
 - a. Why you chose to examine this field/position (it should be more than a matter of convenience)
 - b. The job title and brief job history of the person you interviewed
 - c. An overview of what you learned about the position
 - d. "What it takes" to get into the field
 - e. Suggestions or tips about being successful in a job interview offered by the person that you interviewed
 - f. What, according to the person you interviewed, is the biggest mistake someone could make when interviewing in general or in this field?

ACTION ITEM

2. Turn in to the instructor
 - a. The name, job title and company of the person you interviewed.
 - b. A list of the questions you asked and the answers they provided.
 - c. An outline of your presentation.
 - d. This part of the assignment should be typed and is ~~due the 8th week~~ ^{when I present}.
Presentations will be conducted in a random order beginning the 8th Week and everyone needs to be prepared to present by this date.
Failure to turn in this part of the assignment is equivalent to the assignment being late.
3. Class Presentation Length: ~~4-5~~ minutes. ⁹⁻¹⁰
4. Use Powerpoint slides for your visual aid.
5. Suggested reading: Interviewing handouts. —

another visual aids
besides the Powerpoint

see: visual aids page

- No. two lines for bullet points.
Simple and Small.
- you should have title slide.
- picture, name, date in every slide

Sample Outline for a Speech for BUS 218

Name and date

Speech topic and title

Purpose: (What are you trying to accomplish with this talk?)

Thesis: (What is your major argument?)

Audience: (Who is your audience and what is the context?)

I. Introduction

A. Greeting and self introduction

B. Attention getter

C. Credibility statement

D. Thesis statement

E. Preview of main points

Transition

II. Body

A. Main point #1

1. Subordinate point (e.g., "According to...")

a. Support (e.g., example, statistic, visual, testimonial)

b. Support

2. Subordinate point

a. Support

b. Support

Transition/Signpost

B. Main point #2

1. Subordinate point

a. Support

b. Support

2. Subordinate point

a. Support

b. Support

Internal Summary (recap main points you've covered so far)

C. Main point #3

1. Subordinate point

- a. Support
- b. Support

2. Subordinate point

- a. Support
- b. Support

Transition

III. Conclusion

- A. Announce closing
- B. Restate thesis
- C. Review main points

- 1. Main point #1
- 2. Main point #2
- 3. Main point #3

- D. Memorable statement or call to action
- E. Thank audience for listening and ask for questions if appropriate

Bibliography

Be sure to include non-print expert sources (e.g., those experts you have interviewed or heard on a broadcast).

Use a standard format such as APA, MLA, or Turabian. (URLs are not sufficient.) Go to the APA Style Wizard for assistance at <http://www.stylewizard.com/index.html>

Basic and Detailed Speech Outline

This section focuses on **speech outline**. There are different types of speeches, among which the most popular are persuasive, informative, demonstrative, and commemorative.

An outline for different categories of speeches may vary

and you should contact your professor to find out which type s/he requires you to prepare.

Below you will find a basic organization of a speech outline. It includes three sections:

Introduction: Presents a topic of the speech and tells the audience the major points of your speech.

Body: Contains the main points of your speech, where you focus on details; here too you provide all the informative or supportive evidence to explain and support your points.

Conclusion: Summarizes the main points of your speech and stresses the most important details to make a lasting impact on the audience.

A detailed speech outline follows the same pattern as the basic speech outline, but it also contains subparts corresponding to the main parts of the outline. Below you will find a description of a layout outline that allows you to plan and present your speech material in a logical and concise way. In general, you may refer to this detailed outline if you wish to write a good speech of any type; you may also use it as your speech script.

A layout outline for a custom speech contains three parts, which are:

I. Introduction

Greeting and Attention Gatherer: The way you greet the audience and capture the attention of your listeners.

Thesis Statement: A sentence in the introduction specifying the purpose and the subject of the speech.

Authority: The process of presenting yourself to the audience and establishing your credibility to persuade your audience that you are "trustworthy" enough to speak about the subject.

Summary: An overview of the main points of the speech.

Important Answer: An answer to the question: "Why do you think your presentation will be useful and/or valuable to the audience?"

II. Body

Transition: A sentence signaling to the audience the end of the introduction and the beginning of the main part of the speech.

Main points: A detailed presentation of the main points and ideas of the speech; a description of your supporting ideas along with examples and visuals to explain and/or clarify your points.

III. Conclusion

Transition: A sentence signaling to the audience the end of the body part of the speech and the beginning of the concluding part of the speech.

Paraphrasing of the Main Points: Restatement of your main points and ideas and emphasis on those parts of your speech you really want your audience to remember.

Closing Statement: A final sentence (it may be presented in the form of a rhetorical question), where you emphasize to the audience your key statement.

VISUAL AIDS

Visual aids make information more interesting, convincing, and memorable. They are effective presentation tools that are crucial to support the main parts of the speech (BODY).

"A picture is worth a thousand words."

- Keep the visual aid simple
- List only highlights
- Use text sparingly
- Use only key words or phrases
- Use numbered and/or bulleted lists to emphasize key points
- Use large type
- Enhance viewer readability
- Look at your audience NOT at the visual

There are at least 9 different types of visual support materials

~~media~~ media

1. Transparencies (Clear sheets used with an overhead projector)
2. Slides and Computerized Displays (Projected on a screen) ✓
3. Handouts (Provide a permanent record of your ideas) Prof. likes.
4. Flip Charts (Large pad of paper attached to an easel)
5. Boards – Presentation/Poster – (Large boards with simple displays)
6. Videotape (Uses a television monitor and provides action)
7. Object and Models (Realistic images)
8. Photographs (Illustrates a variety of literal images)
9. Maps (Represent statistics by geographic area)

Use Transparencies, Slides, or Handouts to illustrate the following items:

1. Lists and Tables (Highlights key facts and figures)
2. Graphs (Shows the correlation between two quantities)
3. Diagrams (Conveys information about size, shape, and structure)
4. Drawings (How something looks and is used)
5. Pie Charts (Illustrates component percentages of a single item)
6. Column Charts (Represent time on the horizontal axis of the chart)
7. Flow Charts (A series of steps from beginning to end)
8. Organization Charts (Interrelationships in an organization)
9. Pictograms (Artistic variations of the bar, column, or pie charts)

Just tell your audience you will cover ex. 4 main points.

THIS IS THE TITLE SLIDE

PUT YOUR TITLE
AND SUB-TITLE HERE

USE SOME PICTURE HERE OR A GRAPHIC OR A
BACKGROUND THAT IS RELATED TO YOUR TOPIC

NAME
DATE

OVERVIEW

- INTRODUCTION
- 1ST MAIN POINT (BRIEF)
- 2ND " " "
- 3rd " " "
- 4th " " "
- CONCLUSION

AGAIN, USE A PICTURE OR GRAPHIC TO
SUPPORT YOUR MAIN IDEAS AND WORDS.

INTRODUCTION

- Introduce your topic

ALWAYS USE A PICTURE OR GRAPHIC
TO SUPPORT YOUR IDEAS AND
WORDS ON EVERY SLIDE!

BODY OF PRESENTATION

- BULLET MAIN POINTS
- Be BRIEF
- USE ILLUSTRATIONS/PICTURES

CONCLUSION

- BULLET MAJOR ISSUES
- USE ILLUSTRATIONS / PICTURES
- IF PERSUASIVE MAKE FINAL APPEAL

*don't put questions slide
*there is no time.

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