

## FOUR MINUTE SPEECH

**Purpose:** To develop the skill of speaking informatively on a significant issue.

**Definition:** A four-minute speech should be primarily informative in nature, although persuasive elements may be present.

**Aim:** The first aim of the speaker should be to present well-developed, coherent, unified, and clear material. It is best to follow the basic outline of introduction, body, and conclusion. The second aim of the speaker is to support the material through the use of quotations, statistics, examples, comparisons, and analogies. Hopefully, a side benefit would be the development of reference skills.

**Rules:**

1. The speech must be original with the speaker.
2. Visual aids are not permitted.
3. Maximum time limit is four minutes.
4. Use of notecards is optional.

**Suggestions:** Try to choose a topic which is important or interesting to the majority of the audience. Avoid "trivial" topic. Emphasize your main point or idea through careful organization. Use effective language skills and vivid, forceful word choices. Use effective vocal presentation skills such as articulation, volume, pace, and pitch. Use effective physical presentation skills such as facial expression, eye contact, gestures, and bodily movement.

Rev. 7/00