**Speaking to Inform**

*Project Speech Criteria*

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**The Speech to Inform**

For this project, prepare, rehearse and deliver a *5 to 7 minute* informative speech. Your topic may be anything containing information of interest to you and your audience. Help the audience learn by making the talk interesting and using a simple, clear pattern of organization. Limit the number of main points or facts to two or three and support them.

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**Resources for Information**

For this project, prepare, rehearse and deliver a *5 to 7 minute* informative speech on a subject of your choice that is directed to the interests of your audience. Learn as much about your audience as you can. Every point should be strongly supported and explained. Use at least one visual aid to enhance understanding.

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**The Demonstration Talk**

For this project, prepare, rehearse and deliver a *5 to 7 minute* talk which demonstrates a process, product, or activity of your choice. You may choose your body for the demonstration (such as skiing techniques), a physical object (such as casting with a fishing pole), or a model (such as an airplane). Because your attention will be devoted to the audience, you should not use notes for this project.

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**A Fact-Finding Report**

For this project, prepare, rehearse and deliver a *5 to 7 minute* fact-finding report on a situation, event or problem. You may assume your audience to be any specific group you wish (advise the Toastmaster). Your challenge is to make the report understandable and interesting. If possible, use visual aids to help convey the information quickly and clearly. After your speech, field questions from the audience for two or three minutes. Ask the Toastmaster to tell the audience in the introduction that there will be a two-to-three minute question and answer session at the end of your speech.

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**The Abstract Concept**

For this project, prepare, rehearse and deliver a *6 to 8 minute* talk about an abstract subject such as a concept, idea, theory, historical force, or social issue. Your purpose is to clearly explain the meaning of the subject to the audience and use definitions, examples, anecdotes, illustrations, quotes from experts, and visual aids to explain concepts.