

# COMPETENT COMMUNICATION MANUAL

## Project #7: **RESEARCH YOUR TOPIC**

### **Executive Summary:**

Your speech will be more effective if you can support your main points with statistics, testimony, stories, anecdotes, examples, visual aids and facts. You can find this material on the Internet, at a library and in other places. Use information collected from numerous sources and carefully support points with specific facts, examples and illustrations, rather than with just your own opinions.

### **Objectives:**

- Collect information about your topic from numerous sources.
- Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.
- Time: Five to seven minutes.

### **Note To The Evaluator:**

The speaker is to select a subject of importance to the audience that requires a large amount of research. The speaker is to collect information from numerous sources and carefully support points with specific facts, examples, and illustrations, rather than with just the speaker's own opinions. The speaker is to incorporate what he or she has learned in previous projects about purpose, organization, word usage, body language and vocal variety, as well as use appropriate suggestions from the evaluations received. In addition to your verbal evaluation, please write answers to the questions below.

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## PROJECT 7

### Evaluation Guide for "RESEARCH YOUR TOPIC"

Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

1. How well did the speaker's topic apply to the audience?
  
2. Was the topic well researched?
  
3. How well did the speaker support his or her main points?
  
4. Was the support material appropriate for the point made?
  
5. Did the speaker vary the types of support material?
  
6. How clear was the speaker's purpose?
  
7. Was the speech effectively organized?
  
8. Did the speaker take advantage of body language and vocal variety?
  
9. What could the speaker have done differently to improve the speech?
  
10. What did you like about the speech?