### **Public Speaking Final Portfolio**

Complete the Public Speaking Final portfolio item.

### **Portfolio Overview**

Write and deliver an informative speech

### **Portfolio Goal**

Prepare and deliver a 3–5 minute informational speech to an audience.

### **Portfolio Details**

1. Choose a topic for your informational speech.
2. Follow the process you learned in this course for effective speech writing.
3. Review the criteria of an effective outline. Create an outline.
4. You will need to create an audio recording of your speech and have someone take a few pictures of you and the audience during the presentation of your speech.
5. After delivering your speech, review your recording. You should spend some time critically reflecting on it. Use the following handout as a guide. Select the link to access the Public Speaking Final Handout document.  
   mouse icon [Public Speaking Final Handout](https://www.connexus.com/content/media/941080-1032014-13622-PM-497488785.docx)
6. Write a reflection piece that responds to the following prompts.
   1. Review of the speech
      1. Briefly describe the process of preparing and delivering your speech (150–250 words).
   2. Reflection on the speech
      1. How effective was the speech? What worked well? What did not? (250–350 words). Consider and address the following questions concerning your audience's response to your speech.
         1. Did you have the audience’s interest?
         2. Was there something or someone in the room competing with you for the audience’s attention?
         3. Did the audience members appear interested in some aspects of your speech and not others?
         4. Did the audience comprehend the message?
         5. Did the listeners display vague or questioning expressions?
         6. Did the audience appear to be in agreement with what you were saying?
         7. Did the audience members appear to be accepting of your message?
   3. Refinement of the speech
      1. In the future, what will you change, what could be improved? (150–250 words).
7. Zip the audio recording of your speech, the images of you presenting your speech in front of an audience, and the document of the text of your speech with the responses to the reflection assignment into a single file. Upload your zipped file.

Select the link to access the Public Speaking Final Portfolio rubric.

mouse icon [Public Speaking Final Rubric](https://www.connexus.com/extra/ThirdPartyProviders/courseConnect/32931_PublicSpeaking/assets/docs/pbskg_lesson_18_rubric.docx)