

Extemporaneous Speeches

Three Minute Elevator Speech – Grading Criteria – Spring 2013

An elevator speech is an informal speech delivered by you to another person in almost any social situation (joining campus organization, applying for an internship, applying for a job). Often elevator speeches are used by individuals trying to sell themselves to a potential employer. This speech is about you—but specifically about three key things that make you “stand out” from other people. Also these key experiences or skills should be relevant to the person with whom you are speaking. This speech will help you practice overcoming speech anxiety. Take your time and concentrate on delivering your speech smoothly and confidently. You have unique experiences and something special to offer—be sure you let the person you are speaking to know what those special experiences or skills are!

Putting it all together:

1. Your topic is YOU.
2. Develop an outline, then a complete text of your speech (see page 2 of your assignment sheet).
3. Practice your speech with a partner.
4. Record your speech with the flipcam and critique your performance.
5. Time limit: 2-3 minutes.
6. **Reflection: 1 page paper reflecting on your speech process and experience.**

Speech Criteria:

1. Speaker must introduce him/herself and identify his/her interest and what they have to offer.
2. The body of speech must identify a possible strength the other person/employer might be looking for in a future group member/employee.
3. The body of speech must include what s/he has to offer the potential group/employer—what kinds of contributions could s/he make?
4. Body must include why speaker is interested in this group/employer.
5. Speaker must remain on topic.
6. Speaker must have an appropriate conclusion that entices the potential group/employer to invite him/her for a longer discussion at a later date.

Organization: _____ 30 pts.

- ✓ Speaker has a clear introduction, body, and conclusion and does not stray from the topic: YOU.

Key Info: _____ 15 pts.

- ✓ Speaker clearly develops his/her ideas with examples, information, and evidence

Tone: _____ 10 pts.

- ✓ Speaker is both mature and sincere and approaches the speech with seriousness

Volume: _____ 10 pts.

- ✓ Speaker adjusts his/her volume to the size of the room and scene with consideration for his/her audience

Eye Contact: _____ 15 pts.

- ✓ Speaker connects with his/her partner through natural and sufficient eye contact

Speech Habits: _____ 20 pts.

- ✓ Speaker does not cause distractions or use poor speech etiquette (chewing gum, leaning on partner, “um,” “like,” fidgeting)