**Guide for a Quality Speech or Presentation**

1. Choose a subject **you** find relevant, stimulating, and one that **you** are interested in researching.
2. Become an expert on the topic by reading online or in books. Watch videos on your topic. You may even Skype experts on your topic. Put in **several hours** at least in researching. A speech or presentation should never be “How fast can I copy and paste a PowerPoint for a passing grade?”
3. Pick out the **best** quotes, video clips, images, facts, and details to really deliver an educational and interesting lesson.
4. Prepare an outline **on paper**, and then arrange your speech or presentation accordingly.
5. **Rehearse your speech**. Time yourself. Become familiar with difficult words or concepts.
6. **Avoid** ‘copy and paste’ Power Points or Prezi’s where you read bullet points to the class. Each slide should be an image or just a minimal amount of words, which prompt you to elaborate from memory.
7. Be **energetic and enthusiastic** about your presentation. Speak to the class, not to the Smart Board.
8. **Speak loudly, clearly, and with inflection**. Use appropriate posture and gestures.
9. Be able to speak intelligently (**not** in colloquial or vernacular everyday speech) and at length on each image, quote, or clip you present on the Smart Board.
10. Be able to convey to the class the **relevance** of your topic. Also, consider and articulate the context, nuances, counter claims, myths, and revisionist thinking on your topic.