

# Portfolio Speech Assignment (25 Points) | Speech 101

Name: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

The purpose of this assignment is to:

- Help you understand how public speaking skills apply to a variety of situations.
- Assist you in developing a presentation about your skills and abilities in an organized and professional manner.
- Assist you in developing and speaking about your career performance portfolio.
- Build your confidence in speaking with a potential employer.

**Print this document and turn it in with a copy of your speaking outline.**

## Requirements

| ✓ + | Average | Need Improvement | Requirements   |
|-----|---------|------------------|--|
|     |         |                  | Speech met the Basic Requirements  |
|     |         |                  | Portfolio Speech Outline (typed in appropriate outline format).  |
|     |         |                  | Career Performance Portfolio (Letter of Recommendations, Certificates, Samples of your Work, Accomplishments, Training/Classes Completed, Customer/Client Feedback, etc.).   |
|     |         |                  | Stayed within the assigned timeframe (Did not exceed 3:30).  |
|     |         |                  | <b>Portfolio Speech Content</b>  |
|     |         |                  | Introduction: <ul style="list-style-type: none"> <li><input type="checkbox"/> Attention Getter</li> <li><input type="checkbox"/> Credibility Statement</li> <li><input type="checkbox"/> Statement to Establish Rapport</li> <li><input type="checkbox"/> Preview of Your Main Points</li> </ul>   |
|     |         |                  | Main Points (Maximum: Two Points): <ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly stated Main Points</li> <li><input type="checkbox"/> Main Points were supported with Evidence</li> <li><input type="checkbox"/> Clearly referenced Career Performance Portfolio</li> <li><input type="checkbox"/> Explained how the Evidence connects to the Main Point</li> </ul>  |
|     |         |                  | Conclusion: <ul style="list-style-type: none"> <li><input type="checkbox"/> Transition to Conclusion</li> <li><input type="checkbox"/> Brief Summary of the Main Points</li> <li><input type="checkbox"/> Memorable Closing Statement</li> </ul>   |
|     |         |                  | <b>Delivery of the Portfolio Speech</b>  |
|     |         |                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Content was presented extemporaneously</li> <li><input type="checkbox"/> Presentation was easy to follow</li> <li><input type="checkbox"/> Presenter was articulate and used pauses effectively</li> <li><input type="checkbox"/> Presenter had appropriate pitch, rate, inflection and volume</li> <li><input type="checkbox"/> Presenter demonstrated positive body language</li> <li><input type="checkbox"/> Used Connectives: Transitions/Previews/Summaries/Signposts</li> </ul> |
|     |         |                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Presenter clearly researched the Audience (Employer)</li> <li><input type="checkbox"/> Presenter clearly spent time developing a thoughtful speech</li> <li><input type="checkbox"/> Presenter clearly practiced his/her speech</li> </ul>   |

Feedback: \_\_\_\_\_

Grade:     /25

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## The Situation

You found out that there is a job fair on the school's campus. The company that you want to work for is at the job fair and is interviewing candidates for their entry-level positions.

### To prepare for your interview, you will need to complete the following:

1. Research the company to find out about the company and the job you will be applying for.
2. Develop your speech based on the first question that they will ask you which is "Tell me why you think you would be a great candidate for this position."
3. Develop your career performance portfolio. *Be sure to include items that will help explain why you are a great candidate for this position.* You can include letters of recommendation, certificates, awards, examples of your work, list of your accomplishments, list of courses you have completed, customer feedback, etc.
4. Practice your speech. Be sure to reference your career performance portfolio as you present!

### To help you prepare, review the following information:

- Read the [Sample Portfolio Speech](#). This is an example of how "Jane Smith" completed the steps 1-3 above.
- Read the following articles on Career Performance Portfolios:
  - [http://www.quintcareers.com/job\\_search\\_portfolio.html](http://www.quintcareers.com/job_search_portfolio.html)
  - <http://smu.edu/career/pdf/PortfolioHandout.pdf>
  - [http://www.ccd.me.edu/careerprep/career\\_portfolio.pdf](http://www.ccd.me.edu/careerprep/career_portfolio.pdf)
  - <http://prezi.com/explore/prezumes-and-portfolios/>
- Conduct research on the companies and jobs you are interested in:
  - [Fortune's 100 Best Companies to Work For](#)
  - [www.SimplyHired.com](http://www.SimplyHired.com)
  - [www.Indeed.com](http://www.Indeed.com)
- Remember, anyone can make claims that they are skilled and qualified but few can actually back it up with proof. How will you prove your case? What can you put in your career performance portfolio to make your claims valid?
- Be different, be memorable and be the most sought-after candidate after a set of interviews by preparing for your interview and proving your worth by bringing a career performance portfolio.
- Analyze your audience. Think about who your potential employer will be and what qualities they are looking for in an employee.
- Think about what you want them to know and remember about your skills and abilities. Use that information to develop your introduction, body and conclusion.



**How will you stand out?**