**Informative Speech Guidelines:**

1. Informative Outline with Reference Page must be turned in class on the day you present. **If you do not have your outline in class, there is a 20-point deduction!** (Follow appropriate outline guidelines: typed, double spaced, stapled, reference page, and a copy of all sources used).
2. Informative Speech is **4-6 minutes** (For each minute over/under time will result in a 2-point deduction).
3. You must print off grade sheets for the Informative Speech and Outline and bring to class on the day of your speech. (Failure to bring grade sheets will result in a loss of 5 points).
4. You may use up to **5 (3x5) cards** during your presentation. **You may use actual 3x5 cards only**. No outlines may be used during your presentation.

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