**Impromptu Self-Evaluation Memo**

**ASSIGNMENT OVERVIEW**

One of the best ways to improve as a speaker, apart from delivering speeches for a live audience, is to review past performances and identify strategies for fixing any observed problems. For this assignment, you should watch the video of your impromptu speech (link will be emailed to you) and write **a memo** (see p. 261 and following in the textbook for formatting guidance) addressed to your instructor responding to the following questions:

1. What are the 2-3 things you are most proud of in your speech performance?
2. What have been the most valuable things you have learned from the impromptu speaking experience in BUS 3306?
3. How well did you do in terms of following Sensei Rob’s Five Rules?
4. What, specifically, will you do before the BoredFest Presentation to help you fix any problems identified in #3?
5. Comment on the structure of your speech. Did you make good use of previews, directional transitions, summaries, and other structural elements? If not, what should have been done differently?
6. How well did your speech conform to Unified Analysis? What changes could have made the structure and content of your speech stronger?
7. Comment on the fit between your examples and your main points? Did they support the main points well? Did you do a good job demonstrating *how* each example supported a main point?
8. Overall, how would you rate your performance on the impromptu speech? What would you do differently if you were starting the process over again from the beginning of the semester?
9. What are the biggest deficiencies you see in your oral presentation skills? What specific steps will you take to ameliorate these deficiencies prior to the next class presentation?

**SPECIFIC REQUIREMENTS**

* Your memo (body only) should be between 650 and 900 words.
* Use the guidelines presented in your textbook to format your memo appropriately.
* When you are finished, upload your self-analysis memo to the appropriate assignment dropbox on eCollege.