**Requirements for Written and Oral Portions of the Expository Speech**

Written:

* If there are materials needed, you must list what people would need to do whatever it is you’re showing.
* You then need to list the step by step process if you’re showing how to do something. If you’re teaching the class about a topic, you can have a bulleted list of the important information.
* At the end, you need to come up with an assessment. Write down whether you’re going to have the whole class try to do this thing, ask for volunteers to demonstrate what you taught, or a list of questions you expect the class to be able to answer.
* You can put this in a Google doc or on Google Slides.
* Submit your written portion to the assignment posted in Google Classroom.

Oral:

* You can’t read right from your report
* You can’t turn your back to your audience
* You may have a visual on the screen as you present
* You should use appropriate volume
* There is no minimum or maximum time limit
* You should know your speech well