

## Creating a timeline for Speeches

**As you decide on a topic and begin your research, also consider how you will manage your time before you present. Get out your calendar and set deadlines for yourself and your group members.**

### Tips for Individuals and Groups

- Outline according to the necessary elements of the assignment as described in the syllabus to decide when to have different aspects complete
- Clarify with your professor about any concerns you have with their assignment or their expectations

### Individual:

- Start with due date and work backwards
- Take into consideration how you work best
  - Procrastinators: writing a speech requires a different type and amount of time to prepare than a paper. Plan more time than you may believe is necessary for each part of the process in the instance that you hit a snag at any point.
  - Needing teachers feedback: if you like to check in to make sure you are on track with the assignment, be mindful of needing to meet with professors at office hours or allowing enough time for them to respond to emails.
  - Avoiding the script: focus on topics or concepts versus a particular way to phrase the elements of speech to avoid needing a script while presenting.

### Group:

- Plan out *at least* three group meetings
  - One to discuss topic and divide into subgroups
  - One to make sure everyone has research and an outline of their topic. Then compose a group outline to ensure that there aren't any severe overlaps in each person's individual topic.
  - One to practice together all the way through a minimum of two times
- Start with due date and work backwards