



Project Checklist

Question-and-Answer Session

Purpose: The purpose of this project is to learn about and practice facilitating a question-and-answer session.

Overview: Select a topic of which you are particularly knowledgeable. Prepare and deliver a speech on this topic, followed by a question-and-answer session. Together, the speech and question-and-answer session must be 15 to 20 minutes. Use your time effectively to ensure both segments are completed.

This project includes:

- ▶ A speech and question-and-answer session lasting 15 to 20 minutes

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Select a topic for an informational speech that supports a question-and-answer session.

Schedule your speech with the Vice President Education. Be sure to inform them that your speech and question-and-answer session will take 15 to 20 minutes.

Write your speech. Remember, this speech is the first part of your question-and-answer session. You may speak for as long as you like during the 20-minute project time, but you will be evaluated on your use of time.

Rehearse your speech.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.