

Speech Checklist

Topic:

- _____ Have you selected an appropriate topic?
- _____ Are you interested in your topic?
- _____ Is your topic significant or relevant to your audience?
- _____ Will your topic be unique and interesting to your audience?
- _____ Have you narrowed your topic to fit your time requirement?

Purpose:

- _____ Does your purpose match what you want the audience to get out of your speech?
- _____ Is your purpose clear and concise?
- _____ Have you limited your purpose to a single thought or idea?
- _____ Does your purpose fit or match the assignment you were given?

Thesis:

- _____ Is your thesis sentence one complete thought?
- _____ Is your thesis clear and concise?
- _____ Is your thesis consistent with your main points?

Content:

- _____ Have you included/thought about ways to keep your audience interested?
- _____ Have you selected information appropriate to your audience?
- _____ Have you used stories, analogies, comparisons, or personal experience to relate to your audience?
- _____ Do you have too little or too much information for your time requirement?

Language:

- _____ Do you explain all technical, new, or confusing terms?
- _____ Do you define your ideas or create connections to other topics (covered in class or by the group) through comparison or reference?
- _____ Do you have appropriate descriptions or language (ex. Abstract, concrete, technical) when necessary?

Organization:

- _____ Have you decided on the best organization to achieve your purpose or goal?
- _____ Have you highlighted your main points by forecasting, summarizing, or repeating those points?
- _____ Have you thought about creating connections between main points?
- _____ Have you planned transitions between topics or points?
- _____ Have you limited your main points or material to make the presentation clear and keep your audience's attention?
- _____ Have you made an outline?

Introduction:

- _____ Do you have an effective hook or attention-grabber at the beginning of your speech?
- _____ Do you explain why your topic is relevant to your audience?
- _____ Do you reveal your topic to your audience in your introduction?
- _____ Do you preview your main points?

Body:

- _____ Are your main points complete thoughts and sentences?
- _____ Do your main points contribute to your thesis?
- _____ Are your main points clear and concise?
- _____ Are all your main points supported?

Conclusion:

- _____ Does your conclusion summarize your main points?
- _____ Does your conclusion agree with your thesis?
- _____ Is your final statement memorable?

References:

- _____ Do you cite your sources while presenting?
- _____ Do you cite all sources you used in your speech in a reference list at the end?
- _____ Have you used the correct format for your citations?