speech and outline checklist

introduction
✓ Attention getter starts the speech
✓ Starts with the big picture and narrows to the thesis
✓ Orient audience to topic (defines terms and acronyms)
✓ Provides WIIFM (explains why audience should care)
✓ Speaker establishes credibility
✓ Last part of introduction is one sentence that directly previews each main point (thesis --- VERY clear preview)

body
✓ Contains 2 – 5 five main points
✓ Each main point has 2 – 3 forms of support (sub-points)
✓ Contains no less than 5 different source citations
✓ Transitions link one main point to the next point (no questions)
✓ Signposts link sub-points (first, second, etc)

conclusion
✓ Signals the end of your speech (avoid “In conclusion” and “in Summary”)
✓ Reviews the main points
✓ Does not introduce any new material or information
✓ Makes a final appeal to the audience
✓ Closes speech with a clincher (NOT “Thank you” and NOT “Any questions?”)

reference list
✓ Contains five separate sources
✓ Sources meet instructor’s criteria (e.g. uses primary sources)
✓ Sources are credible and directly linked to topic
✓ Sources appear in APA or MLA format (as assigned)

misc.
✓ Speech topic is one approved by the instructor
✓ Speech contains sound reasoning and avoids fallacies
✓ One copy of outline is stapled behind the speech evaluation form
✓ Speech has been practiced out loud several times and falls within time limit
✓ Speech does not appear to be plagiarized and/or cut and paste from print or web sources

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