

speech and outline checklist

introduction

- ✓ Attention getter starts the speech
- ✓ Starts with the big picture and narrows to the thesis
- ✓ Orients 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