

Speech Checklist

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- ☐ Preparation
 - ☐ Find speech topic.
 - ☐ Determine who is your target audience.
 - ☐ Approach the speech from the perspective of the audience members.
 - ☐ Think of the main points you want to mention.
 - ☐ Support main points by examples.
 - ☐ Think how you want to get attention.
 - ☐ Eliminate sexist or biased language.
 - ☐ Prepare supporting material.
 - ☐ Make sure your speech will appeal to a wide range of people and not offend anyone.
 - ☐ Write your speech down on handy cue cards.
 - ☐ Practise your speech speaking in a loud and clear voice.
- ☐ Persuasive Speech
 - ☐ Make sure the first few lines will get people's attention.
 - ☐ Focuses on one or two major issues and describes those issues thoroughly.
 - ☐ Make sure your speech exciting, lively and informative.
 - ☐ Time your speech and make sure it's not too long.
 - ☐ Avoid passive voice.
 - ☐ Conclude rather than end the speech.