

# 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.