Speech Checklist

Created: 1/2/2012

# Tasks:

☐ **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 cardsm.**

☐ **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.**