

Speech Checklist

By Fae Fisher

- 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.