

SPEECH PREPARATION CHECKLIST

Before you turn your Speech Preparation Outline in please go over each item in this check list and make sure that you can say yes to each and every item on this list in regard to your topic, and your preparation outline. **I will not accept outlines that are not in agreement with the items included on this list.**

TOPIC SELECTION:

- ____ 1. Have you selected a topic which your content is informative (not persuasive)?
- ____ 2. Have you selected a topic in which you are interested?
- ____ 3. Have you selected a topic that will be unique to the majority of your audience?
- ____ 4. Have you narrowed the topic to fit the time requirements?
- ____ 5. Have you considered the significance and relevance of your topic to your audience?

PURPOSE:

- ____ 1. Have you narrowed your purpose to the specific understanding you want your audience to acquire by the end of your speech?
- ____ 2. Make sure the specific purpose is concrete and clear—avoid figurative language and avoid being vague and too general.
- ____ 3. Does your specific purpose state what you wish to accomplish (e.g., To inform my audience about the two major forms of hula.)?
- ____ 4. Is your specific purpose one distinct thought or idea?

THESIS STATEMENT/CENTRAL IDEA:

- ____ 1. Is your thesis statement (central idea) one complete sentence?
- ____ 2. Is the wording of your thesis a clear and concise sentence summarizing your main points? **Note:** Your Thesis forecasts exactly what is going to be discussed.

PREPARATION OUTLINE CHECKLIST

ORGANIZATION:

- ____ 1. Have you determined the best pattern of organization for the topic and purpose?
- ____ 2. Is your thesis statement (central ideal) consistent with your preview, main points and summary? **Note:** It is extremely important to maintain this internal consistency.
- ____ 3. Have you highlighted your main points by forecasting and summarizing them, by including transitions, and by repeating the main points in your connectives?
- ____ 4. Have you limited your main points and illustrative materials to improve clarity and avoid information overkill? **Note:** Using three Main Points is usually best.
- ____ 5. Have you used the standard outlining format (visual framework)? **Note:** Refer to *Organizing The Outline, and Sample Hula Outline* handouts.
- ____ 6. Have you incorporated connectives (transitions, signposts, internal previews and internal summaries) within the outline? **Note:** Refer to *Connectives* handout.
- ____ 7. Have you labeled all elements of the outline (e.g., Introduction, Body, Conclusion, Attention Getter, Relevancy Statement, Credibility, Reveal Topic, Preview, Summary, Memorable Close, Main Points, Sub-points, Internal Previews & Summaries, Transitions)?

INTRODUCTION:

- ____ 1. Do you have a clear and effective attention getter?
- ____ 2. Have you included a relevancy statement in your introduction creating relevancy between your topic and your audience?
- ____ 3. Does your introduction have a short and concise credibility statement establishing your credibility to your audience?
- ____ 4. Have you included a statement that reveals your topic to your audience?
- ____ 5. Have you provided a clear preview of your main points using similar phrasing to your main points in the body of your speech?

BODY:

- ____ 1. Are your main points complete sentences that define your thesis statement?
- ____ 2. Are your main points clear, concise, and simple to understand?
- ____ 3. Have you expressed your main points in parallel structure when possible?
- ____ 4. Are all of your main points, ideas, and claims completely supported?

CONCLUSION:

- ____ 1. Does your conclusion summarize the main points concisely and completely?
- ____ 2. Is your final statement strong and memorable?

CONTENT:

- ____ 1. Have you included ways to arouse audience interest in the information you present?
- ____ 2. Have you selected information that will meet audience needs, reduce complexity and increase understanding?
- ____ 3. Have you used personal experience, stories, analogies, and comparisons to increase audience interest in your information?
- ____ 4. Does your content meet the time requirements (too much or too little information)?

LANGUAGE:

- ____ 1. Have you employed your language skills in defining, describing and explaining?
- ____ 2. Have you defined your ideas through comparisons, contrasts, synonyms, antonyms or operational definitions?
- ____ 3. Have you used specific, concrete detail, vivid, and abstract language where it is appropriate?
- ____ 4. Have you attempted to be as descriptive as possible by using precise, accurate and detailed descriptors?

REFERENCES:

- ____ 1. Have you **ONLY Cited Sources** in your reference section that you will VERBALLY cite in your speech?
- ____ 2. Have you completely cited all of your sources using MLA or APA format?