

Preparation Outline Checklist

- | | | Yes | No |
|-----|--|-----------------------|-----------------------|
| 1. | Does my speech have a title, if one is required? | <input type="radio"/> | <input type="radio"/> |
| 2. | Do I state the specific purpose before the text of the outline itself? | <input type="radio"/> | <input type="radio"/> |
| 3. | Do I state the central idea before the text of the outline itself? | <input type="radio"/> | <input type="radio"/> |
| 4. | Are the introduction, body, and conclusion clearly labeled? | <input type="radio"/> | <input type="radio"/> |
| 5. | Are main points and subpoints written in full sentences? | <input type="radio"/> | <input type="radio"/> |
| 6. | Are transitions, internal summaries, and internal previews clearly labeled? | <input type="radio"/> | <input type="radio"/> |
| 7. | Does the outline follow a consistent pattern of symbolization and indentation? | <input type="radio"/> | <input type="radio"/> |
| 8. | Does the outline provide a clear visual framework that shows the relationships among the ideas of my speech? | <input type="radio"/> | <input type="radio"/> |
| 9. | Does the bibliography identify all the sources I consulted in preparing the speech? | <input type="radio"/> | <input type="radio"/> |
| 10. | Does the bibliography follow the format required by my instructor? | <input type="radio"/> | <input type="radio"/> |