

Speech / Presentation Checklist

After your speech is prepared, it is a good idea to use this checklist to see if your speech is constructed properly for the best results. Make sure all items are present in your speech in appropriate proportions.

— Introduction

(Make sure that this is no more than 10-15% of your speech).

- ___ Clear attention-getting device
- ___ Establish significance
- ___ Establish goodwill
- ___ Establish credibility
- ___ Clear preview of main points

— Body of the Speech

(Follow the order that was laid out in the preview).

- ___ Have a clearly organized structure
- ___ Clearly state each main point
- ___ Provide necessary elaboration of the main points
- ___ Present sufficient supporting evidence to back up main points
- ___ Use signposts to introduce new points
(Transitions, previews, summaries)

— Conclusion

(This should be no more than 5-10% of the length of the speech)

- ___ Summarize
- ___ Reemphasize the main idea in a memorable way
- ___ Avoid introducing new main points
- ___ Signal the end of the speech