

Consultant Checklist

Before beginning your session with the speaker, be certain that you have obtained the following information.

Copy of the assignment description

Special expectations stated by the professor

Expected length of the speech

Audience configuration

Position of the speaker (sitting/standing)

Audience Description (What is the size and makeup of the audience? Is the audience asked to take on any particular role, or are they "being themselves"?)

Speaker's purpose

Outline of the speech
(Can the speaker give you one, if available?)