

My Speech Checklist

Name: _____

I have...	Successful	Unsuccessful
Written an interesting and insightful hook that draws in my audience		
Clearly stated my thesis		
Greeted my listeners		
Used transition words appropriately to enhance the fluidity of my speech		
Eliminated redundancy		
Used stylistic devices in order to enhance my listeners' connection to my speech		
Provided appropriate and researched proof for all of my paragraphs		
Written a comment and concluding sentence in each of my supporting paragraphs		
Concluded my speech by calling the listeners to action and thanking them		
Listed my sources in alphabetical order providing the: author, article title, date published and URL		
Written no more than 600 words (not including quotes and presentation directions)		
Included directions for myself demonstrating emphasis using bold, underlined or all caps text		
Included directions for myself to remind myself to pause in brackets and italics		
Timed my presentation and it is no longer than 4m 30s		
Practiced my speech in front of an audience at least 3 times		
Written my speech out on cue cards		
Notes:		