

## **SPEECH CHECKLIST**

Must be filled out and signed before speech.

Hand this in with outline

\_\_\_\_\_ Gather attention of audience INTRODUCTION

Identify technique here

\_\_\_\_\_ Preview topic with clearly stated objective

Identify stated purpose here

\_\_\_\_\_ Body of speech will contain three main points and transitions between topics

Identify three points here

\_\_\_\_\_ Include visual aid must be used as useful part of speech.

VA must support a point made DURING speech. List which main point VA is given

\_\_\_\_\_ Conclusion closes speech with an overview of topic presented.

No New information...summarizes main points.....Introduction and conclusion can complement one another

SPEAKER \_\_\_\_\_ REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_

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