

CHECKLIST FOR SPEECH PREPARATION

Phase I

- _____ Select your topic: focus on something that can be handled within the time constraints of your assignment and the time needed for preparation.
- _____ Determine your purpose for speaking. Think clearly about what you want to accomplish with your presentation.
- _____ Analyze your audience and speaking situation.
- _____ Review your purpose in terms of how it fits with your specific audience and speaking situation.
- _____ Reconsider your topic in light of audience and situational factors and your purpose for speaking.
- _____ Begin researching your topic. If necessary, refocus your topic and adjust your purpose in light of your research.

Phase II

- _____ Develop a preparation outline of the body of your speech.
- _____ Check the adequacy of your research in terms of responsible knowledge and sufficient supporting material. Do additional research as needed.
- _____ Check the organization of your main ideas. Do they flow smoothly? Is the speech easy to follow?
- _____ Write an introduction for your speech.
- _____ Develop a conclusion for your speech.
- _____ Prepare a formal outline which includes transitions and “Works Consulted.”
- _____ Prepare a key-word outline.
- _____ Practice your presentation.