

# Speech and Outline Checklist

## **Introduction**

Attention getter starts the speech!

Starts with the big picture and narrows to the thesis

Orients audience to topic (defines terms and any acronyms)

Explains why you care, and therefore why the audience should care

Speaker establishes credibility

Last part of introduction is one sentence that directly previews each main point (thesis --- VERY clear preview)

## **Body**

Contains **5 five main supporting arguments**

Each main point has 2 – 3 forms of support (evidence, explanation - sources!)

Contains no less than **3 different source citations**

Transitions link one main point to the next point (no questions)

Contains at least **2 counterarguments**

## **Conclusion**

Signals the end of your speech (avoid “In conclusion” and “in Summary”)

Reviews the main points

Does not introduce any new material or information

Makes a final appeal/argument to the audience

Closes speech with a clincher

## **Works Cited**

Contains 3 separate sources

Sources are **credible** and directly linked to topic

Sources appear in MLA format

## **Other**

Speech topic is one approved by the instructor

Speech contains sound reasoning and avoids fallacies

One copy of outline is stapled behind the speech evaluation form

Speech has been practiced out loud several times and falls within time limit (4-6 minutes)

Speech does not appear to be plagiarized and/or cut and paste from print or web sources