

Also: worldtraining.net/transit.gif

<http://worldtraining.net/checklists/checks.html>

1. What is the topic of your speech ? Why is it appropriate for you ?
2. Why is the topic appropriate for your audience?
3. How is your topic narrowed to conform to the time limits for the speech assignment ? (**6** minutes)
4. What is your specific purpose statement?
5. Can you answer "yes" to all the questions on the specific purpose checklist ?
6. What is your central idea? ___
7. Can you answer "yes" to all the questions on the Central Idea checklist ?
8. What method (s) of gaining attention do you use in the introduction ?
9. How do you establish your credibility in the introduction ?
10. Write the preview statement you will use in your introduction ?
11. Can you answer "yes" to all the questions on the Speech Introduction Checklist ?
12. What method of organization do you use in the speech?
13. State in full sentences the two main points to be developed in the body of your speech.
14. Can you answer "yes" to all the questions on the Main Points Checklist ?
15. What steps have you taken to adapt the content of your speech so it will be clear and interesting to your audience ? Be specific.
16. What method(s) of reinforcing your central idea do you use in the conclusion ?
17. Can you answer "yes" to all the questions on the Speech Conclusion Checklist ?

(Source: Revised from The Art of Public Speaking Workbook 45)