Speech Checklist

Speaker: __________________________  Date: __________________________

Speaker
___ Is the speaker well prepared?
___ Is the speaker knowledgeable about the topic?

Speech
Ideas
___ Does the speech address an interesting or important topic?
___ Does it contain plenty of quality information?

Organization
___ Does the speech start out strong?
___ Does the middle part explain the topic?
___ Does the speech end in an effective way?

Voice
___ Does the person speak loudly and clearly, at a good pace?

Words
___ Does the speaker use specific words?
___ Does he or she explain challenging words?

Sentences
___ Are the ideas easy to follow?

Conventions
___ Does the speech follow the basic rules for correctness?

Design
___ Are charts and graphs helpful?