

# 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?