

Speech Checklist

| Check box if included in speech | | How many seconds do you spend on this section? |
|---------------------------------------|---|--|
| <input type="checkbox"/> | Introduction. Name, title of speech, who is talking, reason why I'm talking, why should you listen to me? | <hr/> |
| <input type="checkbox"/> | Personal story A personal story relevant in some way to the speech | <hr/> |
| <input type="checkbox"/> | Point 1 The first point is... This is important because... An example is... | <hr/> |
| <input type="checkbox"/> | Point 2 The second point is... This is important because... An example is... | <hr/> |
| <input type="checkbox"/> | Point 3 The third point is... This is important because... An example is... | <hr/> |
| <input type="checkbox"/> | Counter Point Some people say that.... I disagree because... | <hr/> |
| <input type="checkbox"/> | Conclusion How do you get back to your introduction, and summarise your three points. Thank your audience | <hr/> |
| <input type="checkbox"/> | Did I talk for at least two minutes? | <hr/> |