

PUBLIC SPEAKING 101:

The Benefits Of Speaking In Public
And Learning How To Do So Successfully



CHECKLIST

PUBLIC SPEAKING 101: CHECKLIST

___ I've come up with my topic.

___ I have found several sources to cite in my speech.

___ I have gathered all of the information that I need.

___ I marked down all of my sources so I can credit them.

___ I have organized the information.

___ I have written my speech.

___ I have written a second draft.

___ I have written a third draft.

___ I believe that this is as good as I can possibly make it.

___ I have prepared note cards to keep the basic points on hand.

___ The cards are short and contain only a few details.

___ I have numbered the cards.

___ The cards are in sequential order.

___ I have read my speech aloud at least twice to myself.

___ The speech sounds natural.

___ I have timed the speech.

___ It falls within the time I have allotted.

___ I have recited my speech without a copy of it on hand.

___ I was able to recite my speech without stammering or blanking.

___ I have rehearsed my speech in front of friends and family.

___ I have tested all props and technical items.

___ I made eye contact.

___ I received feedback on how to improve.

___ I used the suggestions to make my presentation better.