Turn in with your Preparation Outline

NAME______________________________

SPEECH PREPARATION CHECK LIST – INFORMATIVE /CULTURAL ARTIFACT SPEECH

Check each item you have completed:

1. **Preparation Outline**: I have
   - Narrowed to 2-2.5 pages maximum
   - Identified the Specific Purpose at the top of the outline
   - Identified the Age and Grade at the top of the outline
   - Identified the organizational pattern at the top of the outline
   - Identified three types of support in the margin
   - Included Bibliography with at least 5 current sources.
   - Identified bibliography sources on the outline.
   - Checked for structure (full sentences versus key words)
   - Identified the introduction, body, conclusion
   - Narrowed body to 2-3 main points only
   - Identified a topic statement
   - Identified transitions
   - Identified a preview and review
   - Used proper notation (roman numerals, etc.)

2. **Speaking Outline**: I have
   - Used **key words only**
   - Narrowed to 1-1.5 pages only
   - Practice out loud from this outline

**TURN IN THIS CHECKLIST WITH YOUR PREPARATION OUTLINE**