**In-Class Public Speaking Checklist**

**Preparation:**

* I know the purpose of the speech
* I’ve know the amount of time allocated to my speech
* I know if I should have a visual aid
* I know if there is a computer in the room
* I know how I should dress
* I have useful information about my audience
* I know how my speech will be evaluated or critiqued

**Topic**

* I have a topic that is appropriate to the occasion or assignment
* I feel confident about my knowledge on the topic
* I feel that I can make my topic relevant to my audience
* My topic is narrow enough to fit in my allotted time

**Organization:**

* I have a thesis statement that can be said in one sentence
* My thesis is clear and concise
* I have 2-3 main points that are consistent with my thesis
* I have an introduction to get attention and conclusion to help audiences remember
* I have transition statements to help the speech flow smoothly.
* I have a preview and review of my main points
* I have an outline that I can hand to my professor with my sources attached

**Content:**

* I have content that is relevant to my topic
* I have used data, quotes, or information from reliable sources.
* I have cited sources where appropriate
* I have used stories, metaphors, and personal history to make it relatable
* I have not used too much information

**Visual Aids:**

* I have visual aids required for my presentation
* My visual aids add interest or information
* My visual aids are appealing and well-designed
* My visual aids do not distract from the presentation
* I used best practices in design for creating my visual aids

**Practice**

* I have practiced my speech with a timer
* I have practiced my speech with the visual aids I am using
* I have practiced my speech standing up
* I have practiced my speech in front of a mirror, camera, or friend
* I have practiced with very simple notecards to ensure they don’t distract me