

Speech Tips

Do...

Don't...

- ✓ begin your presentation with a clever and fun attention-getter. Remember to state your Thesis Statement.
 - ✓ organize your presentation into an Introduction, Body, and Conclusion (see below “How to Organize Your Presentation”)
 - ✓ glance at your note cards to remind you of what you’d like to say in your presentation
 - ✓ end your speech by re-stating your thesis and saying, “Thank you.”
 - ✓ choose pictures that are large and clear for your visual aide
 - ✓ cite each picture on a Works Cited page at the end of your presentation (you do not need to do parenthetical citations)
 - ✓ practice your presentation
- ✗ begin your presentation by saying, “I did my presentation on _____.”
 - ✗ try to “wing it” by not organizing your presentation
 - ✗ read off your note cards, research paper, or slides
 - ✗ end your speech by saying, “That’s all” or “I’m done.”
 - ✗ choose small or blurry pictures, include too many pictures, or write too many words on each slide
 - ✗ forget to do citations
 - ✗ attempt to “wing it”

How to Organize Your Speech

Think about organizing your speech in the same way you organized your essay.

- I. Introduction
 - a. Attention-Getter
 - b. Background Information
 - c. Thesis Statement
- II. Body
 - a. Reason 1
 - i. Topic Sentence
 - ii. Details
 - iii. Transition
 - b. Reason 2
 - i. Topic Sentence
 - ii. Details
 - iii. Transition
 - c. Reason 3
 - i. Topic Sentence
 - ii. Details
 - iii. Transition
- III. Conclusion
 - a. Restate your Thesis Statement
 - b. Conclude with something fun / catchy and remember to say “thank you” so your audience knows you’re finished.

Speech Checklist

Use this checklist to help you improve your presentation.

Ideas

1. Have I included the main ideas from my essay in my speech?
2. Have I effectively supported my main ideas with specific examples?
3. Does each slide suit the audience (my classmates) and the purpose (prove heroic qualities) of the presentation?

Organization

4. Do I state my thesis in the introduction?
5. Do I include the important main points in the body? (reasons and specific examples)
6. Do I restate my thesis in the conclusion?

Voice

7. Do I sound interested and enthusiastic?
8. Is my voice clear, relaxed, and expressive?

Media Choice

9. Are the words and pictures on each slide easy to read and see?
10. Have I chosen the best pictures?

Presentation Fluency

11. Does my presentation flow smoothly from point to point?
12. Is my presentation 2-3 minutes long?

Conventions

13. Is each slide free of grammar, spelling, capitalization, and punctuation errors?
14. Did I cite all of my sources (pictures and works cited page from essay)?