Speech Writing Checklist

Introduction:

☐ Introduced myself and greeted the audience.

☐ Grabbed audience's attention to draw them in to the speech.

☐ Strongly stated my main/overall point of view.

☐ Asked a rhetorical question and mentioned the points I will talk about.

Body:

☐ Have one paragraph for each of my points.

☐ Mentioned at least one point of view that is different to mine (contrast).

☐ Connected each paragraph in the body of my speech to the previous paragraph.

☐ Paragraphs follow a logical structure and I relate my points back to my main view.

☐ Used evidence (facts or statistics) to back up my points.
(If primarily appealing to reason and using logic/evidence = argumentative writing.)

☐ Appealed to audience's feelings by using emotional language/imagery or an anecdote.
(If primarily appealing to emotions to change opinion = persuasive writing.)

☐ Have a powerful phrase which I repeat.

☐ Used repetition and rhetorical questions.

☐ Used at least one of the following:

alliteration, humour/hyperbole, metaphors, similes, quotes.

☐ Conveyed a sense of necessity/urgency (e.g. series of short sentences).

☐ Used words like 'I', 'we', 'our' and 'you' to directly connect with and include the audience.

Conclusion:

☐ Comes to a conclusion which has been given weight by the body of my speech.

☐ Summarised the points in my speech.

☐ Thanked the audience for listening and appealed to them once more (asking them to think about what was said or asking a rhetorical question).