

Speech Preparation Checklist

This list will help ensure you've completed the essential steps before giving a speech or presentation.

- _____ Choose an appropriate topic
- _____ Brainstorm and thoroughly research the topic
- _____ Organize the information in a logical manner
- _____ Personalize the presentation with several hooks
- _____ Consider including a slide presentation or other visual aids
- _____ Prepare for audience participation throughout your speech
- _____ Choose and rehearse a unique ending that'll leave an impact
- _____ Memorize the key points and sub-points
- _____ Practice giving the speech out loud and with a timer
- _____ Receive honest feedback from someone else
- _____ Do a video review, listen carefully for filler words (uh, you know, etc.)
- _____ Observe the speech flow and consider re-organizing it
- _____ Do voice exercises less than thirty minutes before the speech
- _____ Sit a friend at the front to make you comfortable and give you feedback
- _____ Recall that "you" is the most important word in public speaking
- _____ Remember to start with a smile and end with "thanks for listening"