

INFORMATIVE SPEECH
SPEAKER REVIEW WORKSHEET

INTRODUCTION:

1. Does it begin with an attention getter? What type of attention getter is used?

2. Following the attention getter is audience orientation.
It should answer the question: What does it mean for my audience?

What device or type of evidence is used to orient the audience?

3. Third should be a credibility statement from the speaker on why they are speaking on the topic? What is your background or experience with this topic? Why have you selected it?

4. The last thing in the introduction is the thesis statement? Is it clear? Write the thesis. Is it only one sentence long?

What are the three main points to be covered?

Are they narrow enough?

BODY:

1. What transitional phrase is used between the introduction and the body?

2. Is the word 'body' clearly marked on the outline?

3. Is the main point written with the Roman Numeral I? Is the statement following it written in a complete sentence not a question?

4. Are there at least two sub points noted by the letters A and B? What claims do they make?

5. Are there sources listed at the support level which support the sub points above? What type of support do they include: statistics, surveys, stories, illustrations, examples etc.

6. What sources do you cite? Books, magazines, journal article, Internet sources, television programs. In their source citation, do they include the authors, source, date, and page number for each piece of support?

7. Are there at least 2 main points, 2 sub points and a minimum of two supporting points?

CONCLUSION

1. Is there a transition statement between the body and the conclusion? What does it say?

2. Is the information written following in the form of Roman Numerals?

3. If an internal summary was not used does the conclusion begin with a summary of the main points?

4. What does the summary include?

5. What is your final appeal to the audience with significance of the topic? Remember we are only informing, teaching and educating.

6. What do you use to close off the speech?

7. Does the Reference contain all the information cited in the speech? Are the sources listed in alphabetical order?

8. Have you followed proper APA style? Is the second line indented five spaces?
