

Presentation Checklist
(Speech Contest Orientation Handout)

Part 1: Getting it Together

1. What is my **topic**?
 1. Is it **interesting**? (Not BORING!)
 2. Is it **unique**? (Not too common or predictable)
 3. Is it **focused**? (Not too general or too specific)
2. What's my **point**?
 1. What do I want listeners to **learn**?
 2. Do I have an **argument**?
 3. Can I **express** my argument in one simple sentence?
3. How do I **support** my argument?
 1. What **evidence** do I have?
 2. Do I **cite** my sources? (If you don't, you fail.)
 3. Are my points **clear** and **organized**? (Tell a story!)

Part 2: Make It Work

4. **Practice** many times!
5. Practice with an **audience**!
6. **Smile!** Use facial expressions!
7. Use **eye contact**!
8. Speak **expressively**.
9. Make your Powerpoint **minimalist**. (Keywords -- not sentences -- and pictures.)
10. Make us **laugh** (or at least have fun)!
11. Make us **think**, or at least learn something new!
12. Be **interested** -- if you like your topic, we might like it. If you don't like it, we definitely won't.