

1. Check Specific Purpose and Central Idea

- a. Specific Purpose should be “To inform my audience about....
- b. Central Idea should be a specific thesis and should match what the speech’s main points are
- c. Is the scope of the speech specific?
- d. Is the speech informative?

2. Organization

- a. Are there 2-5 distinct points?
- b. Are they parallel? IE are they the same kind of points?
- c. Are the points clear and well organized?

3. Are there 3 sources? Are they reliable/legit sources?

**4. Is there an intro and conclusion? How can it be improved?
Does the author have a plan for an attention getter?**

5. What is the author’s plan for slides/visual aids?