

SPEECH CHECKLIST

Name:

Topic:

Items	Content	Not done yet /Weak	Done
Title	My TED talk has a catchy title		
Welcome	In my presentation I have started by welcoming my audience		
Introduction	I have introduced myself		
Organization	My ideas in the text are well organized and show knowledge about the topic		
Purpose	The purpose and intention of my presentation is clear		
Introduction of the topic	I have introduced my topic using clear, interesting/funny ideas		
Effective beginning	I have started my speech with a human interest story, a surprising statistic, an unexpected observation, or a thought-provoking question.		
Persuasive techniques	I have included the persuasive techniques (ethos, pathos, logos)		
Body	I have presented my topic including facts, evidences, examples, personal experiences or surprising ideas		
Useful expressions	I have used the suggested useful expressions		
Summary	I have summarized my ideas		
Conclusion	I have included my conclusions, a call to action for the audience or a hopeful picture of the future		
Thanks	I have thanked my audience for listening to my speech		
Length	My speech is between 2-3 minutes long		
Warm up	I have done warm up exercises to prepare my voice for the speech		
Eye Contact with Audience	I have used direct eye contact, rarely looking at notes when I am doing the rehearsal of my speech		
Human voice	I have used the TIPS about: Register		

toolbox	Timbre, Prosody, Pace, Pause, Pitch and Volume		
Face	I have practised the Duchenne Smile (mouth+eyes smile) when preparing my speech		
Body Language	My gestures during the speech are helpful in delivering content information. I have used the TIPS about hands position and vertical movement on the stage		