Speech Writing Checklist

Introduction:

☐ Introduced myself (using only your given name, not family name or name of school you attend)and state the title of your speech.
☐ Grabbed audience's attention to draw them in to the speech.
☐ Strongly stated my main/overall point of view.
☐ Asked a rhetorical question and mentioned the points I will talk about.

Body:

☐ Have one paragraph for each of my points.
☐ Mentioned at least one point of view that is different to mine (contrast).
☐ Connected each paragraph in the body of my speech to the previous paragraph.
☐ Paragraphs follow a logical structure and I relate my points back to my main view.
☐ Used evidence (facts or statistics) to back up my points.
(If primarily appealing to reason and using logic/evidence = argumentative writing.)
☐ Appealed to audience's feelings by using emotional language/imagery or an anecdote.
(If primarily appealing to emotions to change opinion = persuasive writing.)
☐ Have a powerful phrase which I repeat.
☐ Used repetition and rhetorical questions.
☐ Used at least one of the following:
alliteration, humour/hyperbole, metaphors, similes, quotes.
☐ Conveyed a sense of necessity/urgency (e.g. series of short sentences).
☐ Used words like 'I', 'we', 'our' and 'you' to directly connect with and include the audience.

Conclusion:

☐ Comes to a conclusion which has been given weight by the body of my speech.
☐ Summarised the points in my speech.
☐ Appealed to the audience once more (asking them to think about what was said or asking a rhetorical question).