

Speech Making Process

STEP 1 INVENTION

[Discovering, refining & researching the topic]

Why are you speaking about this topic?

Who is your primary audience?

Why should your audience care about the topic?

What commonalities do you share?

Is your thesis statement appropriate?

STEP 2 DISPOSITION / ARRANGEMENT

[Effectively organizing your materials]

Does your introduction attract the audience's attention?

Does it clearly provide a preview of your main points?

Do your main points clearly support your thesis?

Are you incorporating transitions to help your audience follow along?





Are you including supporting materials that are relevant?

Do you provide a transition into your conclusion?

Are you summarizing your main points & thesis?

Are you letting your audience know what they should be taking away from the presentation?

Are you ending with a memorable statement?

STEP 3 STYLE

[Framing the presentation to make it your own]

Are you providing definitions when needed?

Is your language appropriate for the specified audience?

Are you making the presentation your own?





STEP 4 MEMORY

[Committing the speech to memory,
Not to be confused with memorization]

Are you familiar with your main points?

Can you explain your objective without referring back to
your notes?

Are you confident enough to present without reading
directly from your notecards?

STEP 5 DELIVERY

[Presenting the message]

Is your presentation style extemporaneous?

Are you making eye contact with your audience?

Are you incorporating hand gestures and purposeful body
movement?

Have you identified any distracting mannerisms?

Have you clearly communicated your message?

