**Public Speaking - Competition Checklist**

This checklist is from the competition rubric and guidelines. Check to make sure each of these are completed.

**Speech Requirements**

\_\_\_\_\_ Speech is about the assigned topic.

\_\_\_\_\_ Speech is 3 – 5 minutes in length

\_\_\_\_\_ Speech reflects an understanding of multiple factors of the issue and points of view. \_\_\_\_\_ Proposes well-founded solutions.

\_\_\_\_\_ Up to five 4 x 6 index cards used for speech (only one side of index card may be used)

\_\_\_\_\_. Practice the speech delivery – several times. Think about eye contact, posture, pace, and voice clarity.

\_\_\_\_\_ Two copies of speech must be submitted by **noon** **Feb. 23nd**.

**Public Speaking**

**Suggested Timeline**

**Target completion date: October 12th**

Conduct research on the issue. Collect information from different viewpoints and sources. Start a rough draft of the speech

**Target completion date: December 7th**

Have your first draft edited by teachers to review and discuss changes if need be.

**Target completion date: January 18th**

Complete the speech and type it for the competition. Make notes on 4 x 6 index cards for the speech. Practice giving the speech and adjust the length so it is 3 – 5 minutes long. Pay attention to the vocal delivery and your presence (see rubric). Give the speech to an audience along with a copy of the rubric and ask them to score it using the rubric. Ask for feedback and make any changes that will benefit the presentation.

**Target completion date: February 1st**

Incorporate any changes from the feedback on the typed copies for the judges (**Due by noon on Feb. 23rd**) and on the note cards.