

PUBLIC SPEAKING 101

The Benefits of Speaking In Public And
Learning How To Do So Successfully



Whitney **MCDUFF**
SPEAKER BRAND STRATEGY & PR
SPEAK UP • STAND OUT • CHANGE LIVES

PUBLIC SPEAKING 101:

CHECKLIST

- ___ I've come up with my topic.
- ___ I have found several sources to cite in my speech.
- ___ I have gathered all of the information that I need.
 - ___ I marked down all of my sources so I can credit them.
- ___ I have organized the information.
- ___ I have written my speech.
 - ___ I have written a second draft.
 - ___ I have written a third draft.
- ___ I believe that this is as good as I can possibly make it.
- ___ I have prepared note cards to keep the basic points on hand.
 - ___ The cards are short and contain only a few details.
 - ___ I have numbered the cards.
 - ___ The cards are in sequential order.

___ I have read my speech aloud at least twice to myself.

___ The speech sounds natural.

___ I have timed the speech.

___ It falls within the time I have allotted.

___ I have recited my speech without a copy of it on hand.

___ I was able to recite my speech without stammering or blanking.

___ I have rehearsed my speech in front of friends and family.

___ I have tested all props and technical items.

___ I made eye contact.

___ I received feedback on how to improve.

___ I used the suggestions to make my presentation better.