Presentation Checklist – Speech Night
Below is a checklist of reminders for things to bring on your speech night as well as a listing of all the handouts provided in class.

- **Speech**
  - Speaking notes/cards
  - Visual aid(s)

Helpful Handy Handouts:
- Informative Speech Preparation Checklist (goldenrod)
- Developing a speech topic for Speech 100 (yellow)
- Attention-getters (green)
- Tips for a better informative speech (blue)
- Instructor’s Informative Speech Evaluation (Grading Rubric – blue)
- Student Informative Speech Evaluation (pink)
- A.U.D.I.E.N.C.E. Analysis – It’s your key to success (pink)
- Transitions (purple)
- Visual Aids (salmon)

- **Formal Outline**
  - Two (2) copies

Helpful Handy Handouts:
- Informative Speech Preparation Checklist (goldenrod)
- A.U.D.I.E.N.C.E. Analysis – It’s your key to success (pink)
- Formal Outline Worksheet (white)
- Formal Outlining Principles (white)
- Sample Outlines (white)
- Informative Speech Outline (Grading Rubric – white)
- APA Style User Guide – HCC Library

On the nights of the speeches, a volunteer will be selected to keep track of the time – holding up 5, 6, and 7-minute notices to assist the speakers. After each speaker, I will solicit immediate feedback on their presentation from the audience regarding content and form. Following the feedback, the next speaker will be introduced.

Please hold on to the speaker evaluation forms until either the break or after class. Please do not submit them to me at any other time. Each speaker will have a folder with a number corresponding to their order of presentation for that evening. Place the evaluation form in the proper folder.

In the interest of time and to accommodate all speakers, your presentation will be stopped should you exceed 10 minutes.