

My Outline Check Sheet

Narrowed & Focused

- Does my topic and information fulfill the expectations of the assignment?
- Is my information focused on the audience?
- Are my general purpose and specific purpose clear?

Body

- Do I have 3-5 main points?
- Do I have a useful organizational pattern for my information?
 - Have I defined all that I need to?
 - Are my examples and illustrations relevant and clear?
 - Will my statistics and/or expert opinions enhance my message?
- Do I give credit to the sources of my information?
- Are my main points fully supported?
- Do I have visual support that clarifies my message?
- Do I relate my message to my audience and their experiences as much as possible?
- Is my language clear, appropriate, and inclusive?
- Are my transitions between my main points clear and effective?

Introduction

- Do I gain attention to the topic?
- Am I relating the topic to my audience's knowledge, experiences, and/or future?
- Is my thesis/purpose statement clear?
- Do I preview my main points?
- Do I have an effective transition into the body?

Conclusion

- Do I have an effective transition into the conclusion?
- Am I indicating that I am concluding the speech?
- Do I review my main points?
- Is my ending memorable?