

# Checklist For Speech

## ACE Course Abilities for Speech to be applied to Content Standards:

### Sp1.0 Develop abilities in Communication Arts:

- A. Higher thinking (analyze, evaluate, classify, predict, generalize, solve, decide, relate, interpret, simplify).
- B. Communications (present, demonstrate, persuade, collaborate, explain, defend, recommend).
- C. Goal setting/attainment (brainstorm, envision, research, plan, organize, persist).
- D. The quality process (plan, draft, analyze, and revise when producing products).

### Sp2.0 Read, write, speak, and listen for a variety of purposes.

- A. Read literature to develop a familiarity with values and history of various cultures.
- B. Use mass media (newspapers, magazines, radio, television, movies, Internet, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, conclude).
- D. Write a three-part expository essay using documentation of resources.
- E. Use current technology to produce:
  - instructions, reports (progress, research, lab), specifications, proposal, letters (complaint, request, application, response, recommendation), manual, form, checklist, resume, brochure, pamphlet, technical research, bid, technical analysis, summary, advertisement, announcement, multimedia presentations.
  - word processing, spreadsheet, database, desktop publishing, Internet, search tools.

## Content

### Sp3.0 Present quality informative speeches.

- .1 Select a topic which is appropriate to purpose, audience, situation and expected length.
- .2 Compose an introduction which catches attention and focuses on the topic.
- .3 Develop a topic with appropriate details and examples to meet presentation time limitations.
- .4 Compose a conclusion which effectively ends a speech and gives audience direction.
- .5 Present the information in a clear and logical order, and use visual aids to support and clarify information.

**Content (cont.)**

- .6 Demonstrate proper eye contact, pace, tone, posture, gestures, and use of visual aids.
- .7 Use clear and appropriate language to deliver speeches extemporaneously.

**Sp4.0 Present quality demonstrative/technical speeches.**

- .1 Select a topic which is appropriate to purpose, audience, situation, and expected length.
- .2 Compose an introduction which catches attention and focuses on the topic.
- .3 Develop a topic with appropriate details and examples to meet presentation time limitations.
- .4 Compose a conclusion which effectively ends a speech and gives audience direction.
- .5 Present the information in a clear and logical order, and use visual aids to support and clarify information.
- .6 Demonstrate proper eye contact, pace, tone, posture, gestures, and use of visual aids.
- .7 Use clear and appropriate language to deliver speeches extemporaneously.

**Sp5.0 Present quality persuasive speeches.**

- .1 Select a topic which is appropriate to purpose, audience, situation, and expected length.
- .2 Compose an introduction which catches attention and focuses on the topic.
- .3 Develop a topic with appropriate details and examples to meet presentation time limitations.
- .4 Compose a conclusion which effectively ends a speech and gives audience direction.
- .5 Present the information in a clear and logical order, and use visual aids to support and clarify information.
- .6 Demonstrate proper eye contact, pace, tone, posture, gestures, and use of visual aids.
- .7 Use clear and appropriate language to deliver speeches extemporaneously.
- .8 Use varied, effective, and socially and ethically appropriate argumentative techniques.

**Sp6.0 Give a variety of brief (introduction, awards, announcements) and impromptu speeches.**

- .1 Select a topic which is appropriate to purpose, audience, situation and expected length.
- .2 Compose an introduction which catches attention and focuses on the topic.
- .3 Develop a topic with appropriate details and examples to meet presentation time limitations.
- .4 Compose a conclusion which effectively ends a speech and gives audience direction.

**Content (cont.)**

- .5 Present the information in a clear and logical order, and use visual aids to support and clarify information.
- .6 Demonstrate proper eye contact, pace, tone, posture, gestures, and use of visual aids.
- .7 Use clear and appropriate language to deliver speeches extemporaneously.

**Sp7.0 Demonstrate appropriate audience behavior.**

- .1 Display social courtesies of posture, eye contact, silence, interaction, head nodding, and applause.
- .2 Identify the main point, key supporting details, future action, and relevance of a speech.
- .3 Ask and answer significant questions about a speech.
- .4 Evaluate own and others' speeches.