

Informative Speech Outline Critique Form

Outline Preparation

- ☐ Yes ☐ No 1. Is there a General Purpose to inform?
☐ Yes ☐ No 2. Is there a Specific Purpose Statement?
☐ Yes ☐ No 3. Is the Specific Purpose Statement audience-focused and does it direct the topic of this speech?
☐ Yes ☐ No 4. Is there a Thesis Statement and is it a single declarative statement that is the central idea of the speech? Are the main ideas reflected in the Thesis Statement?
☐ Yes ☐ No 5. Is the organizational pattern of the speech identified?

Introduction

- ☐ Yes ☐ No 1. Are all parts of the introduction labeled?
☐ Yes ☐ No 2. Does the speech start with an "Open with Impact" statement that catches the audience's attention and draws them in to the topic?
☐ Yes ☐ No 3. Does the "Connect with Audience" statement or "Motivation Statement" motivate the audience to listen to this speech?
☐ Yes ☐ No 4. Is there a statement that establishes credibility and is it labeled "Credibility Statement"?
☐ Yes ☐ No 5. Is the thesis the same statement written above?
☐ Yes ☐ No 6. Is there a Preview Statement that encompasses the main points of the speech?

Body

- ☐ Yes ☐ No 1. Is the body of the speech in standard outline format?
☐ Yes ☐ No 2. Is the outline written in complete sentences? Are sentences in parallel form?
☐ Yes ☐ No 3. Is each main point fully developed? Is there sufficient evidence to support the claim made in the main point?
☐ Yes ☐ No 4. Are there at least one or two sources cited per main point?
☐ Yes ☐ No 5. Are the main points well developed? If subpoints are included, are there at least two subpoints for each point? (If A then B, and if 1 then 2.)
☐ Yes ☐ No 6. Is the body organized in a logical organizational pattern?
☐ Yes ☐ No 7. Are there transitions or signposts indicating a new main point?
☐ Yes ☐ No 8. Does the speech-writer use powerful language?
☐ Yes ☐ No 9. Is the topic sufficiently narrowed for the speaking situation (to fit the time parameters)?

Conclusion

- ☐ Yes ☐ No 1. Is there a transition from the body of the speech to the conclusion?
☐ Yes ☐ No 2. Are all the parts of a conclusion labeled?
☐ Yes ☐ No 3. Are the thesis and main points of the speech restated?
☐ Yes ☐ No 4. Does the speech have a "close with impact" statement and is it as strong as the "open with impact" statement?

Extra

- ☐ Yes ☐ No 1. Is there a list of sources used at the end of speech outline and is this list in proper APA or MLA format?
☐ Yes ☐ No 2. Are there in-text citations for each source used?

What information in the speech would be better explained with a visual aid to maximize the amount of information retention or understanding for the audience?

Instructor/Tutor Signature

Date/Time

Practice Informative Speech Lab Critique

Directions: Visit the Communication Lab and deliver your speech to one of the Lab Consultants. Please follow these steps:

1. Simulate the classroom experience as best you can. Create conditions that will most closely resemble the conditions you will experience in your performance context.
2. Ask a lab consultant or an instructor to give you both written and oral feedback. Comments should follow the “sandwich model” for giving feedback (begin with one positive comment, add one area for improvement, and finish with a positive comment).
3. List the particular steps you will take to address the feedback (e.g., *I will practice the speech three more times and focus on improving my eye contact with the audience.*)
4. Have this form signed and dated before presenting your speech in class.

Time: (timed length of practice presentation)

Content: (Quality and completeness of information, including oral citations)

Organization: (Flow and structure of the speech – include all the parts: the introduction, the main points and transitions linking the major parts of the speech, and the conclusion.)

Delivery: (All aspects of verbal and nonverbal performance)

Visual Aid: (Placement, construction, and use of visual aids, if applicable)

Practice Informative Speech Lab Critique

Strengths: What were the most impressive components of this speech?

Areas of Opportunity: What is the most important thing that needs to be **improved** for this speech? (Consider content, organization and delivery to guide your feedback)

Action Plan: Specifically, what steps will you take to improve based upon the feedback you received? List the plan of action and TIMELINE required.

Instructor/Tutor Signature

Date/Time