

Introductory Speech Outline Critique Form

Outline Preparation – check if applicable. Some instructors may not require a full sentence outline for the introductory speech.

- ☐ Yes ☐ No 1. Is there a *General Purpose*?
- ☐ 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?

Introduction

- ☐ Yes ☐ No 1. Are all the 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. Is there a *Connect to the Audience* statement that motivates the audience to listen?
- ☐ Yes ☐ No 4. Is there a statement that establishes credibility and is it labeled *Credibility Statement*?
- ☐ Yes ☐ No 5. Is the thesis in the introduction 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 outline written in standard outlining format?
- ☐ Yes ☐ No 2. Are the main points written as complete sentences?
- ☐ Yes ☐ No 3. Is each main point supported by 2-4 subpoints?
- ☐ Yes ☐ No 4. Are there transitions linking the main points?

Conclusion

- ☐ Yes ☐ No 1. Is there a transition from the body of the speech into the conclusion?
- ☐ Yes ☐ No 2. Are all the parts of the 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?

Instructor/Tutor Signature

Date/Time

Practice Introductory 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 Introductory 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