

COMPETENT COMMUNICATION MANUAL

Project #2: ORGANIZE YOUR SPEECH

Executive Summary:

Good speech organization is essential if your audience is to follow and understand your presentation. You must take the time to put your ideas together in an orderly manner. You can organize your speech in several different ways; choose the outline that best suits your topic. The opening should catch the audience's attention, the body must support the idea you want to convey, and the conclusion should reinforce your ideas and be memorable. Transitions between thoughts should be smooth.

Objectives:

- Select and appropriate outline which allows listeners to easily follow and understand your speech.
- Make your message clear, with supporting material directly contributing to that message.
- Use appropriate transitions when moving from one idea to another.
- Create a strong opening and conclusion.
- Time: Five to seven minutes.

Note To The Evaluator:

The speaker is to present a talk that is organized in a manner that leads the audience to a clearly defined goal. The speech includes a beginning, a body and a conclusion; major facts or ideas; and appropriate support material, with smooth transitions between the facts and ideas. In addition to your verbal evaluation, please complete this evaluation form by rating the speech in each category and offering comments or specific recommended action where warranted.

5 = Excellent

4 = Above average for the speaker's experience level

3 = Satisfactory

2 = Could improve

1 = Needs attention

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PROJECT 2 Evaluation Guide for "ORGANIZE YOUR SPEECH"

Title: _____

Evaluator: _____ Date: _____

CATEGORY	RATING					COMMENTS/ SUGGESTIONS
Speech Value (Interesting, meaningful to audience)	5	4	3	2	1	
Preparation (Research, rehearsal)	5	4	3	2	1	
Organization (Logical, clear)	5	4	3	2	1	
Opening (Attention-getting, led into topic)	5	4	3	2	1	
Body (Flowed smoothly, appropriate support Material)	5	4	3	2	1	
Conclusion (Effective)	5	4	3	2	1	
Transitions (Appropriate, helpful)	5	4	3	2	1	

What could the speaker have done differently to make the speech more effective?

What did you like about the presentation?