# **POINT-SLIDES CHECK LIST**

## **INTRODUCTION SLIDES**

\_\_\_\_\_ Blank/Non-distracting Slide when starting

- \_\_\_\_ Start with Attention Getter that creates interest in speech Slide
- \_\_\_\_ Concise, big font thesis on important topic Slide
- \_\_\_\_\_ You show your involvement and/or expertise in the topic Slide
- \_\_\_\_ You show how the topic relates to experiences the audience has had Slide
- \_\_\_\_\_ Slide with concise preview of points in speech Slide
  - \_\_\_\_ Points don't repeat and fully support the thesis

### MAIN POINT SLIDES

<u>Start each point/section with Vivid Support</u> Really interesting story, a video, etc. Start by engaging

Interest Supports Stories, Humor, Examples, Interactions

**Evidence Supports** Statistics/Data, Expert Opinion, Quotations, Surveys, Studies, Interviews

Pictures/Videos/Audio Big size Pictures, appear one at a time, simple graphs, videos, audio

**Bullets** are 1 to 2 lines max, appear one at a time, fonts are big (28+ font size minimum), 3 or 4 max bullets per slide

<u>**Transitions**</u> that connect ideas from one bullet/picture/slide to the next; clear summaries at end of main points

### **CONCLUSION SLIDES**

- \_\_\_\_ Sum Up Slide with brief review of points
- Show speech info is useful/important slide
- \_\_\_\_ Finish Slide—usually picture gives feel of conclusion Slide
  - \_\_\_\_\_ Blank/non-distracting slide for answering questions, then citations slide

## **DELIVERY CHECK LIST**

### **POWERPOINT USE**

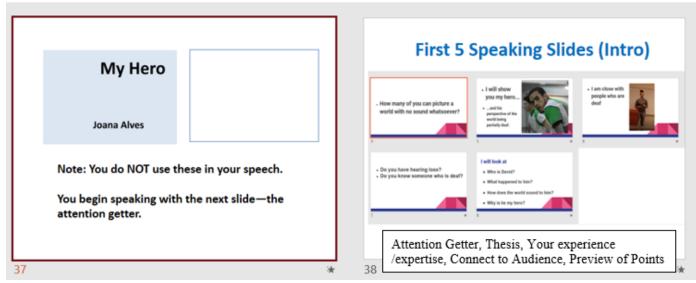
\_\_\_\_\_ You use/talk about the Pictures, video, audio when they appear on screen

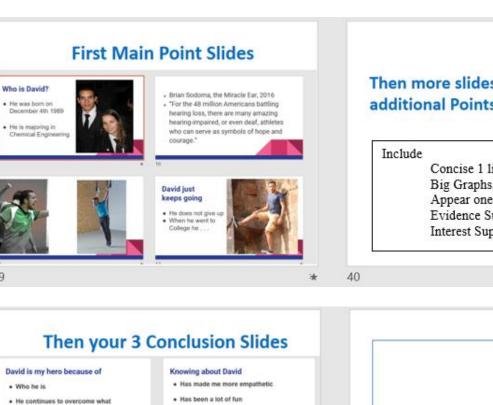
### DELIVERY

- Connects with the audience
- \_\_\_\_ Energetic, engaging
- \_\_\_\_\_ Keep eyes and face focused on audience (camera) not to the sides/away from audience
- \_\_\_\_\_ Voice emphasizes meaning, avoids flat and repeated inflection
- \_\_\_\_ Voice is loud enough/projects well
- \_\_\_\_ Speaking sounds real—not read, not "memorized" fake
- \_\_\_\_ Speak at a good rate (not too fast, not too slow)
- \_\_\_\_ Good flow in saying the speech (not "choppy")
- \_\_\_\_ Face and gestures help get across your points
- \_\_\_\_\_ Avoids standing in one spot/behind podium (In person only)
- \_\_\_\_ Shows credibility/knowledge of topic
- \_\_\_\_ Avoid uhs/ums/you knows/repeating unneeded words

### **RESPONSES TO QUESTIONS**

- \_\_\_\_ Clear, direct, quick responses
- \_\_\_\_ Maintain support for speech's thesis
- \_\_\_\_ Show knowledge of the subject





### Then more slides for your additional Points.

Concise 1 line bullets Big Graphs, Pictures, Videos Appear one at a time Evidence Supports Interest Supports

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