

Speech Planning:

Area	Preparation
Impact / Audience Engagement	<ul style="list-style-type: none"> ▪ Do you know whom your audience is including any key stakeholders? ▪ What is the specific purpose of providing the speech content to this specific audience including key stakeholders? (e.g., inform, inspire, entertain, sell?) ▪ Are key points of information crafted with the speech purpose and audience in mind? ▪ Have you practiced without a script and are you able to shift or re-order content on the go, while still ensuring to cover everything within time, to respond to the audience's needs?
Overall Speaker Presentation	<ul style="list-style-type: none"> ▪ Do you have a role model in mind, or have a carefully considered image that you are looking to emulate in terms of overall presentation style, body language, movement, vocal style, and physical appearance? ▪ Have you planned and prepared your wardrobe/hair/makeup etc.? ▪ Have you practiced the full speech: <ul style="list-style-type: none"> ▪ Alone? ▪ In front of others? ▪ More than 3 times all the way through and timed? ▪ Have you visited the venue, or at least asked for a picture and overview of the stage, layout, and any technical equipment you will require? (e.g., microphone, podium, media or slide projection etc.) ▪ Do you have a checklist for the day of the speech including what technical equipment or visual aids you need to remember to bring — including items you are not certain the facility will provide? (e.g., slide clicker, pointer, batteries, extension cords, power bar, etc.)
Speech Opening	<ul style="list-style-type: none"> • Have you chosen a technique to “grab” the audience’s attention (hook) at the start? (e.g., story, speaking in the moment experience, quote, data, rhetorical question, etc.) • Can you outline the key points of your speech and are they clearly and concisely stated or summarized in your introduction to give the audience a mental roadmap of key information for the speech?

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	<ul style="list-style-type: none"> • Do you have bullet points of the most concise information necessary to share written out/memorized to refer to throughout the speech?
Speech Body	<ul style="list-style-type: none"> ▪ Do you have written examples for each key point to use as evidence/support for your point and are these authentic from your own lived experience? ▪ How will the audience know when you arrive at a new key point of information in the speech? (e.g., a signpost such as “Firstly,” or “Key point #1 is ...”, an outline in slides etc.) ▪ Is there logic/specific purpose behind how the key points are organized throughout the speech? (e.g., most critical first to grab attention, vs., most important last when building to a finale) ▪ Do you have/require any information props to support key information? (e.g., overview page of key statistics or data figures)
Speech Closing	<ul style="list-style-type: none"> • Do you have a summary of key points to leave with the audience before delivering the call to action? • What is the specific “call to action” that you will leave with the audience? • Can you concisely articulate the call to action in terms of “action/benefit” for the audience? (“If you do this You will get this ...”) • Have you included/practiced using strategic silence or pausing before/after delivering the call to action?

Practicing Congruence:

Area	Preparation
Body Language	<ul style="list-style-type: none"> • Have you practiced the “neutral stance” and know when you will use it? (e.g., when waiting to come on stage, when pausing between purposeful movements on stage, when receiving applause, etc.) • Are you aware of body language to avoid, or that you might have a habit of using, that is distracting or conveys a negative image to the audience? (e.g., the “leaf” pose, non-purposeful gestures, pacing, army stance, etc.) • Have you practiced purposeful eye contact and know how you can scan the room to ensure the full audience feels included?

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	<ul style="list-style-type: none">• Have you reviewed the concept of “congruence” and practiced matching body language and vocal variety throughout the speech? (e.g., specific hand gestures or movements across the stage paired with specific voice modulation and words)• Have you practiced in front of a mirror, or recorded yourself to evaluate congruence and adjusted as required?• Have you practiced a range of body movements to explore how the movement feels as well as to expand your comfort zone?
Vocal Variety	<ul style="list-style-type: none">▪ Have you listened to a recorded version of your speech for vocal variety including volume, pace, pitch/tone and use of pauses/silence?▪ Have you sought feedback on vocal variety including the key elements above?▪ Can you tell the difference between monotone and melodic speaking?▪ Have you practiced a variety of vocal ranges to explore your voice and expand your vocal comfort zone?▪ Are you comfortable with using strategic silence/pauses and can you hold for 3 full seconds or longer?
Language / Clarity	<ul style="list-style-type: none">▪ Have you simplified any technical language in the speech so that everyone in attendance will understand the content?▪ Have you written out the speech and clarified any grammatical issues, so they are clear when you use specific phrases? (Note: it is not recommended to read a speech, but to write it out as practice to get familiar with the content and plan the structure)▪ Have you delivered the speech to a practice audience and asked for feedback on understanding/clarity of specific, key content?