Comment Form: Informative Speech

Did speaker	Y	N
,,, use a title slide? Did it hide the topic but provoke interest?		
... smile, look around the audience, and say hello?		
... start w/ a story or interesting factoid (not by telling the audience what the topic is!)?		
... transition to the specific purpose, with a preview of the main points?		
... indicate why the audience needs to know this?		
... indicate why s/he is qualified? Or, why we know s/he will give us the straight dope?		
... state clearly that s/he is moving to the first point, then tell what it is?		
... explain the point with examples, illustrations, facts & figures, quotations and stories?		
... summarize the point, then transition to the second (and third and, perhaps, fourth) point?		
... explain the point(s) with examples, illustrations, facts & figures, quotations and stories?		
... carry on an “expanded conversation” with individuals in the audience?		
... use note cards from time to time, but not as a crutch?		
... speak up so we easily could her her/him?		
... speak at a comfortable rate, so the speech didn’t seem rushed to dragged out?		
... use slides that were simple in design, bold and easy to read, and interesting?		
... offer a grand review/summary of the points?		
... indicate how we have received value from having listened to the speech?		
... end with a “closer” or “tag”?		
... smile, say thank you, and sit down?		