

Checklist for Student Speech Folder

- ___ Pocket folder with name on outside
- ___ Completed yellow mind map and objectives statement
- ___ Student comment sheets
- ___ Research notes
- ___ Visual Aids, Overhead Transparencies, etc.
- ___ Speech notes
- ___ Reflection paper.

Syllabus instructions below.

Start with the objectives of your presentation -- *what you want your audience to know and to do as a result of your presentation*, then use the following three headings to frame your paper:

a. *The speech I prepared for:* Why you chose your topic; how you conducted your research; the credibility of your sources, especially web-based sources; the objectives of your speech; how you went about constructing the speech; the amount and type of practice you did; the feedback you received; any other preparation.

b. *The speech I gave:* Give details of how your speech went; comparison of the speech with the one you practiced; what was going on in your head during the speech; what the video tape showed; things you did right; things you did wrong; student critique comments; anything else concerning the actual speech and how it felt to you

c. *The speech I wish I had given:* Things you wish you had done differently to give the ideal speech; what would you have done differently in preparing for and delivering your speech; what will you do next time to improve; anything else that you wish you had done and would do in the future.