

INVENTION SPEECH UNIT
STUDENT NOTES

I. PURPOSE AND AUDIENCE

- A. Who is the speaker?
- B. Where is the speech given?
- C. When is the speech given?
- D. Who is the audience?
- E. What is the speaker trying to accomplish?

II. CONTENT AND TONE

- A. What are the important points that must be made?
- B. What information must the audience be given?
- C. What attitude does the speech convey?
- D. Is the use of humor consistent with that attitude?

III. STRUCTURE

- A. Does the speech have a clear beginning, middle, and end?
- B. Does the speech contain repetition?
 - 1. If so, what is the effect of the repetition?
 - 2. If not, where are there places where repetition would be useful?
- C. Does the speech contain parallel structure?
 - 1. If so, what is the effect of the parallel structure?
 - 2. If not, where are there places where parallel structure would be useful?
- D. What type of vocabulary is appropriate for this speech?
- E. What type of sentence structure is especially appropriate for this speech?

IV. DELIVERY

- A. What is the first impression that the speaker wishes to create?
- B. How are the dress and appearance of the speaker appropriate to the speech?

C. Volume

1. Can the speaker be heard?
2. Do changes in volume add to the effectiveness of the speech?

D. Inflection

1. Does the pitch of the speaker's voice vary, or is it a monotone?
2. When the pitch changes, does the inflection add to the effectiveness of the speech?

E. Pace

1. How fast does the presenter speak? Where, when, and why does the presenter change his or her speed?
2. When does the presenter pause in the speech? Why?

F. Articulation

1. Does the speaker pronounce all words correctly?
2. Does the speaker pronounce each word clearly?
3. Does the speaker avoid the use of slang?
4. Does the speaker avoid hesitations and fillers? (Um, Well, Like, etc.)

G. Body Language

1. Does the speaker stand up straight but maintain a relaxed posture?
2. Do movements add to the meaning of the speech?
3. Are facial expressions appropriate?
4. Does the speaker establish eye contact?
5. Is the speaker too dependent on the text?

H. Does the tone of the delivery match the tone of the written speech?

I. Visuals

1. What kind of visuals, if any, does the speaker use?
2. Are visuals large enough and clear enough to be seen easily?
3. Are visuals placed so that they can be seen?
4. Does the audience have enough time to understand the visuals?
5. Does the content of the visuals aid understanding of the speech?

J. Is the speech long enough to accomplish its purpose but not so long that the audience is lost?