PLANNING PAGE

Outline Format (Ch. 12) / General Items
____ Typed, black ink (-5)
____ Use WORMs form off Comm101 website (-5)
____ Proper outline format: I/A/1/a, indented, every A needs a B, etc. (Ch. 12)
____ Leave outline item labels on future WORMs (“Attention Getter,” etc.)
____ Delete outline hints on future WORMs (“Motivate us to listen,” etc.)
____ Clean up spelling, grammar, punctuation (run-ons, fragments, etc.)
____ Doesn’t appear that you used sample WORMs in textbook appendix for reference
____ Other:

Title / Topic (Ch. 5)
____ Forgot your title/topic
____ Make title more interesting, creative, etc.

General Purpose (Ch. 5)
____ Forgot your General Purpose
____ You have wrong General Purpose; should be “To inform”
____ You have too much

Specific Purpose (Ch. 5)
____ Forgot your Specific Purpose
____ Specific Purpose should begin with the infinitive “to”
____ Include a reference to audience
____ Limit to 1 major idea

Central Idea (Ch. 5)
____ Forgot your Central Idea
____ Should be a complete sentence
____ Too broad; what is the ONE key idea that is most important to get across to the audience?

Audience Analysis (Ch. 4)
____ Make topic more important to audience by bringing them fresh, new information
____ Adapt this topic more closely to your audience’s demographics
____ Consider your audience’s knowledge level and interest in this topic by incorporating two specific examples from your audience analysis
____ Write in complete sentences
THE SPEECH

___ Type in present-tense, not future tense (IE, type what you’ll say, not “I’ll tell a story,” etc.)

INTRO (Ch. 11)
___ Forgot? (-10)
   ___ A: Attention-Getter: get our attention more strongly
   ___ B: Relate to Audience: motivate this audience to listen (why should they care about this topic?)
   ___ C: Relate to Self: establish your credibility more strongly (why should they trust/believe you about this topic?)
   ___ D: You need some background definitions to make things more clear: _______________________________
   ___ E: Specific Purpose: forgot? doesn’t match S.P. on Page 1?
   ___ E: Central Idea: forgot? doesn’t match C.I. on Page 1?
   ___ Forgot to preview main points

___ Transition after Intro: forgot / more graceful, creative, smooth, etc. (see Ch. 11 for help)

BODY (Ch. 10)
___ Always write in complete sentences
___ Avoid long paragraphs; you’re writing too much
___ You’re trying to cover too much given the time limits
___ Main Points: too few / too many / don’t match what you previewed in Intro
   ___ Need a different organizational pattern based on your main points: _______________________________
   ___ These main points are unclear: I  II  III
   ___ These main points don’t support your central idea: I  II  III
   ___ Cite sources of support material under these points: I  II  III; cite sources in Final WORMs
   ___ Need more support material in the following areas: ____________________________________

___ Transition after Point I: forgot / more graceful, creative, smooth, etc. / show how I and II are related
___ Transition after Point II: forgot / more graceful, creative, smooth, etc. / show how II and III are related

CONCLUSION (Ch. 11)
___ Forgot Conclusion (-5)
___ Don’t add new information in Conclusion
___ A: Signal End: forgot / do it more clearly, strongly, creatively
___ B: Briefly recap main points: forgot / main points should match points in Preview and in Body
___ C: Central Idea reinforced: forgot / Clincher should be more creative, memorable, meaningful

DOCUMENTATION (only due with Final WORMs)
Bibliography (Ch. 6)
___ Forgot? (-5 on Final WORMs)
___ Follow proper MLA format; refer to text (pgs 121-122), CD-ROM, etc.
___ Too few sources (you need 2 for this speech)
___ All sources can’t be from the Web

Hard Copies
___ Forgot? (-5 on Final WORMs)
___ Provide printouts of pages/screens from your research
___ Submit interview questions and answers
___ Submit hard copies of visual aids (overheads, PowerPoint slides, fotos, graphs, etc.)

*Be sure to submit your Early WORMs and this gradesheet with your Final WORMs on your speaking day.
Other comments:

_____ / 50
- 12 (late 25%)
_____ / 50