

Exercise (10)

Use this questionnaire after reading aloud through the first draft of your body:

1. How long did the body of my speech take to read aloud? What is my target time window?
2. If it's too long, what needs to be cut? If it's too short, what needs to be added?
3. What weaknesses did I find? (missing information, poor illustrations, weak explanations, etc.)
4. How can I strengthen those areas? Where will I find the information to do so?
5. Did I successfully persuade (or inform or teach) my audience? If not, how did I fail?
6. Do I have enough main points? Too many?
7. Are my main points well organized?
8. Do I have smooth transitions from one point to the next?
9. What further research do I need?