

## Project One: Structure and Purpose

Deliver a speech or presentation that has a clear Opening, Body, and Conclusion. Ensure the general and specific purpose is clear and that the material included in the speech directly contributes to you achieving the specific purpose.

### Evaluate Yourself

						Comments/Observations
<b>General Purpose</b> <ul style="list-style-type: none"> <li>Identified</li> </ul>	1	2	3	4	5	
<b>Specific Purpose</b> <ul style="list-style-type: none"> <li>Clear</li> <li>10 words or less</li> </ul>	1	2	3	4	5	
<b>Structure</b> <ul style="list-style-type: none"> <li>Logical arrangement</li> <li>Clear</li> </ul>	1	2	3	4	5	
<b>Opening</b> <ul style="list-style-type: none"> <li>Attention grabbing</li> <li>Introduces the topic</li> </ul>	1	2	3	4	5	
<b>Body of the Presentation</b> <ul style="list-style-type: none"> <li>Key Points clear</li> <li>Appropriate support material/Examples</li> </ul>	1	2	3	4	5	
<b>Transition Lines</b> <ul style="list-style-type: none"> <li>Appropriate</li> <li>Smooth</li> </ul>	1	2	3	4	5	
<b>Conclusion</b> <ul style="list-style-type: none"> <li>Effective</li> <li>No new material introduced</li> <li>Conducted after Q&amp;A Session</li> </ul>	1	2	3	4	5	