Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group 4 Project 2018 – #movethedate**

The following questions pertain to CONTENT. Consider this the first draft of your ideas about what will be included in the final presentation. Use the handout “The ACOVA Basics” as guidance.

1. What is the purpose of the speech?
2. What content is required?
3. What is the engaging content?
4. What content should be clarified?
5. What connectors should be included?
6. What content should be excluded?

The following questions pertain to ORGANIZATION. Consider this the first draft of key ideas to develop your speech. Use the handout “The ACOVA Basics” as guidance.

1. What opening will you use?
2. What kind of organization will you use?
3. What signposts will you use?
4. How will you end the speech?

The following questions (from the sets above) are ordered to help you develop your final speech. The content in this section should be a SECOND DRAFT of your ideas – not merely a repeat of the first draft.

1. What opening will you use?
2. What kind of organization will you use?
3. What is the purpose of the speech?
4. What content is required?
5. What is the engaging content?
6. What signposts will you use?
7. What content should be clarified?
8. What connectors should be included?
9. What content should be excluded?
10. How will you end the speech?