Oral Communications Center Peer Tutor Checklist

Student Name: ___________________________  Course: ______________
Professor: _______________________________  Date: ______________

• The intent of the consultation is not for the peer tutor to write your speech for you. It is intended to help you through the stages of your oral presentation.
• Bring a copy of the assignment, a USB flash drive or storage device, a positive attitude, and good ideas. Also, if you want to include visual aids or if a PowerPoint is required by your professor, bring what you want to include.
• Individual consultations are scheduled either for 30 minutes or 60 minutes depending on the needs of the student as well as the length of the oral presentation.
• Complete an evaluation survey at the end of the tutoring session.
• Address the following checklist to ensure that you are prepared for your consultation:
  1.  Does my speech have a title, if one is required?
  2.  Do I state the specific purpose before the text of the outline itself?
  3.  Do I state the central idea before the text of the outline itself?
  4.  Are the introduction, body, and conclusion clearly labeled?
  5.  Are main points and sub-points written in full sentences?
  6.  Are transitions, internal summaries, and internal previews clearly labeled?
  7.  Does the outline follow a consistent pattern of symbolization and indentation?
  8.  Does the outline provide a clear visual framework that shows the relationships among the ideas of my speech?
  9.  Does the bibliography identify all the sources I consulted in preparing the speech?
 10. Does the bibliography follow the format required by my instructor?