

HI or DI Speech Checklist

DISCLAIMER: CHSSA no longer requires manuscripts to be submitted prior to the CBSR State Championship qualifiers. This checklist is purely for the usage of students and coaches to prepare for state qualifiers.

Student Name: _____

School: _____

Title of Selection: _____

Author: _____

Publisher: _____ Number of Added Words: _____

<u>Manuscript Checklist</u>		
<u>Student</u>	<u>Coach</u>	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a copy of the title page? (NOT the outside cover of the book)
		Submit a copy of the entire table of contents (if any) and highlight this title?
		Submit a copy of the copyright page?
		Submit a copy of EVERY page that has a performed line in order performed?
		Submit all copies with NO CUT OFF or CROSSED OUT words?
		Submit a typed, underlined, double-spaced copy of intro on a separate page?
		Include the title and author in their introductory material?
		Underline all added words? DO NOT HIGHLIGHT ADDED WORDS!
		Highlight, in ONE COLOR, all words performed in selection?
		Neatly write and UNDERLINE all added words and indicate their placement in the performance?
		Write the number of added words (INCLUDING INTRO) on the coversheet? (Not to exceed 150 words)
		Only add words for the purpose of transition, introduction & updating?
		Remain true to the author's intent?

POI Speech Checklist

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Student Name: _____

School: _____

Title of Selections: _____

Theme: _____ Topic: _____

Percentage of added words: _____ Number of Added Words: _____

<u>Manuscript Checklist</u>		
<u>Student</u>	<u>Coach</u>	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a copy of the title page? (NOT the outside cover of the book)
		Submit a copy of the entire table of contents (if any) and highlight this title?
		Submit a copy of the copyright page?
		Submit a copy of EVERY page that has a performed line in order performed?
		Submit all copies with NO CUT OFF or CROSSED OUT words?
		Submit a typed, underlined, double-spaced copy of intro on a separate page?
		Include the title and author in their introductory material?
		Underline all added words? DO NOT HIGHLIGHT ADDED WORDS!
		Highlight, in ONE COLOR, all words performed in selection?
		Write and UNDERLINE all added words and indicated their placement in the performance? (Not to exceed 150 words)
		Write the number of added words (INCLUDING INTRO) on the coversheet?
		Only add words for the purpose of transition, introduction & updating?
		Remain true to the author's intent?
		Did the student use at least 2 source materials for their performance?

Declamation Speech Checklist

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Student Name: _____

School: _____

League: _____ Area: 1 2 3 4

Title of Selection: _____

Author: _____ Audience: _____ Date Speech Orig. Given: _____

IF FROM A WEBSITE - Website/Address: _____

IF FROM A PUBLICATION - Source/Publisher: _____

<u>Manuscript Checklist</u>		
<u>Student</u>	<u>Coach</u>	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a copy of EVERY page that has a performed line in order performed?
		Obtain all copies with NO CUT OFF or CROSSED OUT words?
		Create a typed, underlined, double spaced copy of intro on a separate page?
		Include the title, author, date originally performed, & audience in their intro material?
		Underline all added words? DO NOT HIGHLIGHT ADDED WORDS!
		Highlight in ONE COLOR all words performed in a selection?
		Write and UNDERLINE all added words, and indicate their placement in the performance?
		Write the number of added words (INCLUDING INTRO) on the coversheet? (Not to exceed 150 words)
		Only add words for the purpose of transition, introduction, and updating?
		Remain true to the author's intent?
		IF SELECTION CAME FROM A WEBPAGE: Submit a copy of each page which links from home page to the actual speech & each link is highlighted?
		Print directly from the web page, and NOT copy and paste the text into a word document?
		IF SELECTION CAME FROM A PUBLISHED SOURCE: Submit a copy of the title page, copyright page, and entire table of contents?

OO/Informative Speech Checklist

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Student Name: _____

School: _____

League: _____ Area: 1 2 3 4

Title of Selection: _____

<u>Manuscript Checklist</u>		
<u>Student</u>	<u>Coach</u>	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a TYPED, DOUBLE SPACED copy of their speech?
		Internally cite all information, quotes & ideas using MLA (author pg#)?
		For all quotations over 50 words, include an oral attribution of the source in text?
		Underline all quoted words?
		Count the number of quoted words & write the total on the coversheet?
		Include an MLA works cited page? Alphabetical order The first word in each entry matches first word in internal citation Internal Cite: (Law, 22) Works Cited: Law, Tony. How I became a DDR Beast. Memphis: Screamin' Eagle Press. 2004
		Include all internally cited sources on their works cited page?
		Identify any non-factual reference (including personal ones) as such?

OA Speech Checklist

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Student Name: _____

School: _____

League: _____ Area: 1 2 3 4

Title of Selection: _____

Legislative Proposal: _____

<u>Manuscript Checklist</u>		
<u>Student</u>	<u>Coach</u>	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a TYPED, DOUBLE SPACED copy of their speech?
		For all quotations over 50 words, include an oral attribution of the source in text.
		Internally cite all information, quotes & ideas using MLA (author pg#)?
		For all quotations over 50 words, include an oral attribution of the source in text?
		Underline all quoted words?
		Count the number of quoted words & write the total on the coversheet?
		Include an MLA works cited page? Alphabetical order The first word in each entry matches first word in internal citation Internal Cite: (Law, 22) Works Cited: Law, Tony. How I became a DDR Beast. Memphis: Screamin' Eagle Press. 2004
		Include all internally cited sources on their works cited page?
		Identify any non-factual reference (including personal ones) as such?
		Highlight their specific legislative and/or regulatory governmental action/remedy?

OPP Speech Checklist

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Student Name: _____

School: _____

League: _____ Area: 1 2 3 4

Title of Selection: _____ Themes of Selection: _____

No. of Quoted Words: _____

<u>Manuscript Checklist</u>		
Student	Coach	<i>Did the Student....</i>
		If necessary, obtain necessary signatures? (Ex: Student, coach, parent, administrator)
		Submit a TYPED, DOUBLE SPACED copy of their speech?
		Internally cite all information, quotes & ideas using MLA (author pg#)?
		For all quotations over 50 words, include an oral attribution of the source in text?
		Underline all quoted words?
		Count the number of quoted words & write the total on the coversheet?
		Include an MLA works cited page? Alphabetical order The first word in each entry matches first word in internal citation Internal Cite: (Law, 22) Works Cited: Law, Tony. How I became a DDR Beast. Memphis: Screamin' Eagle Press. 2004
		Include all internally cited sources on their works cited page?
		Identify any non-factual reference (including personal ones) as such?
		Include a typed copy of my personalities cited page? EX: A character was inspired by Mickey Mouse