

Classroom Speaking Check List	
Contact Teacher	<input type="checkbox"/> Confirm day, time, location, classroom number and length of presentation. <input type="checkbox"/> Agree on what you will and will not cover. <input type="checkbox"/> Inquire about class size, set-up and available technology. <input type="checkbox"/> Ask for class rules and campus procedures. <input type="checkbox"/> Find out which students will be most attentive and which may be a challenge. <input type="checkbox"/> Confirm that the teacher will be present to handle classroom management. <input type="checkbox"/> Agree to a contingency plan in case you are unable to make it at the last minute.
Driving Directions	<input type="checkbox"/> Make sure you have the school address and clear driving direction from CATF staff or the teacher.
Preparation	<input type="checkbox"/> Review the Classroom Speaking Guide and design your presentation accordingly. <input type="checkbox"/> Gather whatever you will bring to make the presentation interactive. <input type="checkbox"/> Prepare the reference materials or handouts you wish to use. <input type="checkbox"/> Small company giveaways are appropriate. Collect any of those that you will bring.
Presentation	<input type="checkbox"/> How will you introduce yourself? <input type="checkbox"/> Attention grabber <input type="checkbox"/> Industry overview <ul style="list-style-type: none"> • Products/Services • Key players/companies • Career and earning opportunities • Education and training requirements • Your company's services and clients • Your particular job/role <input type="checkbox"/> What demo or hands-on item will you incorporate? <input type="checkbox"/> What story will you tell that teaches a work process or highlights a particular skill/competency?
Back Up Plan	<input type="checkbox"/> Be sure your back-up plan is in place (substitute speaker or teacher has prepared a lesson).
At the School	<input type="checkbox"/> Arrive at the school at least 20 minutes in advance of the start of your speaking engagement. <input type="checkbox"/> Sign-in at the campus' main office and get a visitor's badge. <input type="checkbox"/> Be sure to sign-out as you are leaving.