

### Club Talk Checklist

- Is your goal clear and specific?
- Have you fixed your audience or readers in mind?
- Are you coming to them as a know-it-all or as a fellow human?
- Have you gleaned enough material so that you can incarnate your message, telling it in terms of people (if possible)?
- Are you setting aside adequate time to organize your ideas and to find just the right words to express them? Especially enough time if your assignment is brief?
- Is your first sentence short?
- Is your first sentence interesting?
- Does it begin with "There is," or "There was," or "It is" or "It was?" If so, change it.
- Is the first paragraph interesting?
- Have you used strong, descriptive verbs? Do "is" and "was" appear time and again?
- How many "haves" and "has..." choke the pages? Have you overworked "this," "that," "these" and "those?" Especially "this."
- Is there an obvious antecedent for every pronoun?
- Are your clauses parallel?
- Have you used present tense wherever possible?
- Have you served as eyes, ears and nose for your hearer, telling him or her what happened in concrete (raw) terms?
- How many words can you eliminate from the account without destroying its thought or power?
- Will the finished message fit well in its context?
- Would you yourself like to hear this talk?

From *Words on Target*, by Sue Nichols.

### Things that weaken a talk

- Christian words
- Poor transition from thought to thought
- No Scripture
- Too much reading or reliance on notes
- "Uhs" or other nervous habits
- Too many points
- Unorganized - no train of thought, confusion, lack of preparation
- Bible too large
- Distractions
- Inappropriate illustrations, kids can't relate
- Too long or too short - 10 to 20 minutes
- Under- or overdeveloped story