

Speech Planning Worksheet

Use this worksheet to plan out your speaking notes before giving a speech.

1. Start by writing down your main idea at the top.
2. Next, fill out each of the sections of the speech. This can be point form notes, or a detailed script, depending on your own personal style.
3. Practice your speech by reading it out loud or in front of a friend.

<p>Main idea: One concise sentence that summarizes the overall point you want to make.</p>		
<p>Introduction</p>	<p>Hook: An interesting question or statement that grabs the audience's attention.</p>	
	<p>Summary of main idea: A few sentences to let the audience know what you will be speaking about and what you hope to achieve.</p>	
<p>Body Try to break up your main point into 2-4 arguments that support this point. Consider including 1-2 personal stories here</p>	<p>Argument 1: Your first point to support your main idea.</p>	
	<p>Argument 2: Your second point to support your main idea.</p>	
	<p>Argument 3: Your third point to support your main idea. (Optional)</p>	
	<p>Argument 4: Your fourth point to support your main idea. (Optional)</p>	
<p>Conclusion</p>	<p>Summary of main points: A few sentences to summarize what you have talked about.</p>	
	<p>Call-to-action: What you want the audience to do, now that they have heard your speech.</p>	