

Name _____



Plan Your Speech

DIRECTIONS: Use the outline to plan the content and format of your speech.

Hook/Attention-Grabber. Give your audience a reason to listen to you.

Establish a rapport with your audience. What mutual understanding do you and your audience have?

Give your audience a preview of what you are going to speak about.

Arrange the main points of your speech logically, typically in order of important. Support each main point with evidence.

1.

2.

3.

In your conclusion, summarize your main points.

Include a memorable statement that will help your audience remember what you have said.

If appropriate, end your speech with a *call to action*.