

Name \_\_\_\_\_ **Speech Project**



# Two-Minute Speech

What is your topic? \_\_\_\_\_  
\_\_\_\_\_

What is the purpose of your speech?

Informing

Persuading

Inspiring

Selling

Creating relationships and partnerships

Introducing yourself to others

How will you grab your audience's attention? \_\_\_\_\_  
\_\_\_\_\_

What are two or three main points you will make? After you write down what you want to say, number your points. Make the strongest point #1.

How will you conclude your speech? \_\_\_\_\_  
\_\_\_\_\_

Record yourself practicing your speech. Listen to your recording. Identify where you can cut excess words, or swap out longer words for shorter, stronger words.

Revise your speech notes. Record yourself practicing your speech again. Listen to your recording. Are there any other areas where you could improve?