



4-H PEI

Communications

Speech Planning Worksheet
Refer to pages 6-7 in the Step by Step Guide

Use this sheet to organize your thoughts and put the different parts of your speech together

Introduction

Introduce your subject using a story , quote or joke. Your introduction should be short and is designed to get the attention of your audience. The introduction is to tell your audience what you are going to talk about, and why the topic is important to you AND to them.

Body

The most important part of your speech. Tell your story or make your point by using facts and information you have collected.

Conclusion

Summarize your main points. Finish strong with a memorable statement, question or wrap-up thought
