



# PUBLIC SPEAKING OUTLINE

Speech topic: \_\_\_\_\_

Location: \_\_\_\_\_

Date & time: \_\_\_\_\_

Length of speech: \_\_\_\_\_

## DEFINE YOUR AUDIENCE

Who is your audience? What is the speech setting? What language, tone or a demeanor can you adapt to specifically relate to this setting & group?

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## OUTLINE

### ATTENTION GETTER

How will you initially engage and capture the audience?

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### THESIS

What is the main argument/point of what you are discussing?

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### BODY

What are the key points you want to cover in the bulk of your presentation? What are some specific examples and evidence you can include to drive you point(s) home? Are there any visual cues you can use?

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### CONCLUSION

How will you tie it all together/summarize your points? What are the key takeaways you want to leave the audience with?

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## VISUALIZE SUCCESS

## DEFINE YOUR DELIVER

Describe your ideal delivery - be specific to help yourself visualize you own success. How is your posture, eye contact, tone and movement?

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**SPEECH DRAFT**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

DON'T	DO
Talk too fast or use filler words such as "like" and "um"	Speak loud and clear. Channel any nervous energy into enthusiasm
Distract with unnecessary movements (swaying, talking with hands)	Move with purpose (taking a step forward to emphasize your point)
Read from a paper without looking up	Maintain eye contact

## PRACTICE CHECKLIST

- ☐ Give the speech to family members or friends and ask them for honest feedback
- ☐ Practice in front of a mirror
- ☐ Record yourself and watch it back

## DAY OF CHECKLIST

- Drink plenty of water
- Eat a healthy, balanced meal
- Do breathing exercises or meditate
- Practice "power poses"
- Visualize success! You've got this!