

A Worksheet on the Components of your Short Informative Speech

Follow the overview document for an explanation of the parts of your speech. This worksheet is to help you prepare for your speech

1. The Beginning

An Attention Grabber

Which of the following will you use?

- Ask a question.
- Give some facts or statistics.
- Tell a story.
- A quote

Write out your attention grabber. _____

2. The Main Idea and Preview

What is your main idea? . _____

What the main points of your speech that you want to preview? _____

How will you establish your authority? _____

3. Body What are the main points of your speech and what are your transitions?

4. Conclusion

What is your transition to your conclusion? _____

What are the main points you want to summarize in your conclusion? _____
