

Public Speaking Template

Item	Notes Shaded boxes for preparation White boxes for presentation
TOPIC - explain it clearly & simply	
AUDIENCE <ul style="list-style-type: none"> • Who will be there? • Why should they care about this? 	
YOU <ul style="list-style-type: none"> • How are you presenting in a way that is unique? 	
THEME <ul style="list-style-type: none"> • One-phrase summary 	
VISUAL AIDS <ul style="list-style-type: none"> • What will help communicate your message? • What equipment is available for you to use? • What do you need to bring? 	
OPENING <ul style="list-style-type: none"> • Hoo—engage the audience • Tell them what you are going to say (topic or theme) 	
BODY <ul style="list-style-type: none"> • Establish your credibility - why they should listen to you • Share three convincing points about why this is important • What are the benefits for the listener? 	
SUMMARY <ul style="list-style-type: none"> • Tell them what you told them, briefly 	
CLOSING <ul style="list-style-type: none"> • Call to action • Next steps 	
FOLLOW UP <ul style="list-style-type: none"> • What will happen next? • What is your next step? 	