**Planning a Presentation**

Before giving a speech, it’s important to think about the audience you will be addressing and the message you want to send. Complete the blocks below as you prepare your speech.

**Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Some Notes about My Audience | |
| Who is the audience? |  |
| What do they already know about the topic? |  |
| How will I get their attention? |  |

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| The main point I want to make with my speech… |
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| Details I’ll include to make my point… |
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Remember to practice your speech before you give it!