

# Writing a Short Speech

## Work Sheet

### 4-H Public Speaking - Writing a Short Speech

My speech is about: \_\_\_\_\_

Main point: \_\_\_\_\_

Main point: \_\_\_\_\_

Main point: \_\_\_\_\_

So that's why: \_\_\_\_\_

\_\_\_\_\_

Introduction: Gets the audience's attention  
Introduces the topic

Body: Is the longest and most important part  
Presents 3 to 5 main points  
Gives details about each main point

Conclusion: Summarizes your speech  
Is the closing or "punch line"

