Writing a Short Speech
Work Sheet

4-H Public Speaking - Writing a Short Speech

My speech is about: __________________________

Main point: _________________________________

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”