



LESSON 4, WORKSHEET 6

Author Speech Planner

QUESTION		ANSWER
DETAILS		
Where will you be speaking?		
What is the time and date of your speech?		
How long will you be speaking?		
AUDIENCE & TOPIC		
What is the topic of your speech?		
Who is going to be in the audience?		
What are their likely goals and concerns?		
How can your speech benefit them?		
CONTENTS		
What is the "big idea" you want to share?		
What are 3 main points that support your "big idea?"	1.	
	2.	
	3.	
What is the action you want the audience to take?		
How will the audience benefit from taking action?		