YMCA of Honolulu | Youth and Government Hawai'i

My Speech Planner

1. Purpose

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_____

_____

2. Opening/Hook

How will I capture my audience's attention?

Example opening sentence:

_____

_____

3. Main Message

_____

_____

4. Main Points

Point	Supporting Evidence or Example

5. Evidence & Examples

What could I include?

6. Storytelling Opportunities

Could I include…

Note:

_____

_____

7. Audience Considerations

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_____

How should I adjust my tone?

8. Call to Action

What do I want my audience to do?

Call to Action:

_____

_____

9. Closing Statement

_____

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10. Useful Sentence Starters

11. Delivery Reminders