

Planning Sheet for Impromptu Speech

Should the speech be informative, persuasive, motivational?

How will I organize the speech?

- Cause and effect
- Most important to least important facts
- Reasons for and then reasons against (pros and cons)
- Possible repercussions if this happens
- Historical or chronological development of topic
- Cost and comparison
- Strengths and weaknesses

Write out your attention getter

List the three or four key points you are going to give in the speech

1. _____

Example:

2. _____

Example:

3. _____

Example

4. _____

Example

What will your review of the speech be?

Write out your clincher
