

TOPIC: *(Chosen by you or assigned to you)*

YOUR GOAL: *(What do you want to convince people of? What do you want them to do?)*

OPENER: *(What is the first sentence or two to make them interested in listening to you?)*

BODY OF THE SPEECH:

1) WHAT?

2) WHY?

3) HOW?

CLOSING: *(Last sentence or two – usually call to action for your audience)*