

My Classroom Speech Planner

Plan one clear message. Support it with evidence. Give your audience a reason to care.

Name: _____ Date: _____

Assignment: _____ Time limit: _____ Type: _____

My message In one sentence, what should my audience understand or believe?

My opening hook How will I get attention and lead into my message?

MAIN POINT 1 What will you explain?

Evidence / example + source: _____

Why it matters to my audience: _____

MAIN POINT 2 What will you explain?

Evidence / example + source: _____

Why it matters to my audience: _____

MAIN POINT 3 What will you explain?

Evidence / example + source: _____

Why it matters to my audience: _____

My closing What should my audience remember or do?

My sources Record titles, authors / organizations, and links or page numbers.

1. _____

2. _____

3. _____

Planning tip: Use key words for delivery. Explain how each example supports your message.

Watch, Practice & Improve

Notice effective choices, test your delivery, and choose one next step.

Watch like a speaker

Watch a public student speech selected by your teacher. Record specific choices you notice.

Example title / link: _____

1. Opening: How does the speaker get attention?

2. Message: What is the main idea?

3. Support: Name one example or fact. How is it explained?

4. Transition: What words connect two ideas?

5. Ending: What does the speaker leave the audience thinking or doing?

Rehearse three times

Practice aloud. Time the whole speech.

Round	Time	One strength	One improvement
1			
2			
3			

Presentation-day check

☐ My purpose is clear.

☐ I credit my sources.

☐ My visuals are readable, if used.

☐ My evidence supports my points.

☐ My timing fits the assignment.

☐ My opening and ending are clear.

Reflect after speaking

What improved most during practice?

What will I focus on in my next speech?