



A Closer Look

ALABAMA COOPERATIVE EXTENSION SYSTEM / ALABAMA A&M AND AUBURN UNIVERSITIES

4-H Public Speaking Work Sheet

If you are planning to enter the 4-H Club Public Speaking Program, first read Extension publication YM-57, "Speak Up." Then use this work sheet to help you get started.

Give yourself two to three weeks to work on your speech, if possible. A good speech grows on you. If you work on it a little each day, it will become better fixed in your mind.

Select a Topic

Select a subject that interests you such as Energy Conservation. It should be one that will inform and be interesting to others.

My Subject: _____

After you select a subject, think about one main topic within that subject. Build your speech around this one topic. Don't try to cover too broad a topic. For example, if your subject is Energy Conservation, your speech could be on "New Developments in Energy-Saving Equipment," "The Return of the Windmill," or "Pros and Cons of Solar Energy Use."

Possible Topics Within My Subject:

Research Your Topic

First, write down any thoughts that come to mind. Draw from your own knowledge. Then talk to people who might help you with your topic. For example, someone at your local electric or gas company could help you with energy. Go to your school or public library for help. And read newspapers and magazines for current events that might tie into your speech. Be up to date.

Questions I Want Answered:

1. _____
2. _____
3. _____
4. _____
5. _____

While doing your research, you should be able to make a final decision about the topic you will use for your speech.

My Speech Will Be: _____

Sources of Information I Used:

1. _____
2. _____
3. _____
4. _____
5. _____

Organize Your Material

Decide on your main points—no more than three or four. Write them down.

Decide on the most logical sequence for these points. For each main point, list two or three minor points. This will put the body of your speech in outline form.

- A. _____
 - 1. _____
 - 2. _____
 - 3. _____
- B. _____
 - 1. _____
 - 2. _____
 - 3. _____
- C. _____
 - 1. _____
 - 2. _____
 - 3. _____
- D. _____
 - 1. _____
 - 2. _____
 - 3. _____

Now, think about how to introduce your speech. Make your opening friendly, casual, and short. You might ask a question, use a short story or meaningful quotation, or show how your topic directly affects your audience.

For your conclusion, plan a brief summary of what you have said. Close with the idea you want to be remembered longest.

Idea I Want People To Remember: _____

After preparing your outline, you may find some questions that need answering. Go back to the library and finish your research. Then write your speech.

Write Your Speech

As you write, use words that create a clear mental picture. Give examples and use stories to make your point. Be as original as you can. Original phrasing and ideas help hold the interest of your listeners.

Practice Your Speech

Read your speech aloud to check the timing. Try to read it with the same pauses and emphases that you will use in your presentation. Then make any changes needed to fit your time limits.

Length of Speech: _____

Learn your speech. You don't need to memorize it word for word. But, know the main points and the information you want to tell about each point.

Have someone listen to your speech. Ask them to fill out the Listener Evaluation in Extension publication YM-57. Take your listener's comments seriously. Then make any changes needed to improve your speech.

My Listener's Name: _____

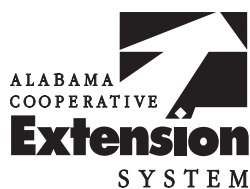
Continue to practice your speech till you feel comfortable giving it.

Times I Practiced: 1 2 3 4 5 6

Keep a Record

Keep a record of the times and places you presented your speech.

Date	Place	Audience
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Your Experts for Life

YM-60

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For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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