



# A

# CLOSER LOOK

DELAWARE COOPERATIVE EXTENSION SYSTEM/UNIVERSITY OF DELAWARE

## 4-H Public Speaking Work Sheet

**If** you are planning to enter the Sussex County Public Speaking Contest this worksheet will help you to 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 Development 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 Public Speaking Scores Sheet appropriate for your age group. Take your listener's comments seriously. Then make any changes needed to improve your speech. Score sheets are available on our website: [www.rec.udel.edu](http://www.rec.udel.edu) Go to 4-H, click on 'Publications', and then 'Applications'.

*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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Cooperative Extension Education in Agriculture and Home Economics, University of Delaware, Delaware State University and the United States Department of Agriculture cooperating. Distributed in furtherance of Acts of Congress of May 8 and June 30, 1914. Delaware Cooperative Extension, University of Delaware. It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age or national origin.