



Public Speaking Mastery worksheet

BIG BANG OPENING

OPENING WORDS

(What are your first words? A story? A question? A startling statement? A relevant statistic? Are you avoiding customary platitudes and 'thank you's?')

FOUNDATIONAL PHRASE

(What is your one-sentence summary of your talk? Is it audience-focused? Does it convey emotions and promise a specific result?)

BIG PROMISE

(What is the specific benefit your listener will receive from your speech?)

ROADMAP

(What 2 to 4 Supporting Ideas will you provide to create the benefit? These should be overviews and not detailed explanations)

TRANSITION #1

(How will you transition from your Big Bang Opening into your first supporting point?)

BODY OF YOUR SPEECH

SUPPORT POINT #1

(In one sentence, what is the point?)

(ANCHOR: How will this point 'stick' in the listener's mind — with a story? A quote? Research?)

(REFLECTION: What question can you ask to challenge the audience to consider the implication of the point to their lives?)

(BENEFIT: How will adoption of this point benefit the listener?)

TRANSITION #2

(How will you transition from your first supporting point into your second supporting point?)

SUPPORT POINT #2

(In one sentence, what is the point?)

(ANCHOR: How will this point 'stick' in the listener's mind — A story? A quote? Research?)

(REFLECTION: What question can you ask to challenge the audience to consider the implication of the point to their lives?)

(BENEFIT: How will adoption of this point benefit the listener?)

TRANSITION #3

(How will you transition from your second supporting point into your third supporting point?)

SUPPORT POINT #3 (if needed)

(In one sentence, what is the point?)

(ANCHOR: How will this point 'stick' in the listener's mind — A story? A quote? Research?)

(REFLECTION: What question can you ask to challenge the audience to consider the implication of the point to their lives?)

(BENEFIT: How will adoption of this point benefit the listener?)

TRANSITION #4

(How will you transition from your third Supporting Point into your fourth Supporting Point?)

SUPPORT POINT #4 (if needed)

(In one sentence, what is the point?)

(ANCHOR: How will this point 'stick' in the listener's mind — A story? A quote? Research?)

(REFLECTION: What question can you ask to challenge the audience to consider the implication of the point to their lives?)

(BENEFIT: How will adoption of this point benefit the listener?)

TRANSITION 5

(How will you transition from your final Supporting Point into your Conclusion?)

CONCLUSION

RECAP

(How will you review your speech and provide a Summary? Have you avoided introducing new information?)

QUESTIONS & ANSWERS

(Do you have to have a Q&A session? If so, how many minutes will you allocate for it? How will you set up the Q&A by letting the audience know you will end with closing comments after the last question?)

FINAL WORDS

(What will be your final words? Do they tie back to your Foundational Theme? Are they short and memorable? Where do you end with a statement or a question?)
