

Speech Planning Guide for a Topical Speech



A topical speech is the most common way to organize a speech. It is often organized like a 5-paragraph essay (introduction of your main idea, 3 main points supporting the main idea, and a conclusion).

What is the main idea of your speech, in one sentence? _____

Introduction: Get attention, preview topic, transition to the body. Some ways can get attention using: a question, a story, a startling statement, a quote, humor, or a prop.

Attention (hook): _____

Topic preview: _____

Transition: _____

Body: Support your main idea with 1-3 points (facts, stories/examples, explanation)

Point 1: _____

Support (keywords): _____

Transition: _____

Point 2: _____

Support (keywords): _____

Transition: _____

Point 3: _____

Support (keywords): _____

Transition: _____

Conclusion: Summarize & use one or more: tie back to opening, quote, call to action, vision

Materials needed? Prop, PowerPoint, notecards: _____