Use this worksheet to help draft your speech. Before you begin, identify at what type of event or occasion you will be speaking and who your audience will be. From there, determine the goal you would like to achieve in presenting your speech, such as recruitment for Best Buddies programs, raising awareness about an event or promoting inclusive employment practices. Be sure to include your personal experience with Best Buddies’ mission and share how people can get further involved.

**Introduction** - *The introduction of your speech is your opportunity to make a first impression on your audience. This portion should include information about who you are, how you are involved, what you’ll be speaking about, and something to pique their interest like a question, a joke or a thought-provoking statement. Be sure to express gratitude to your audience for listening.*

Greeting and Your Name: ____________________________________________________________
Where you are from: __________________________________________________________________
How you are involved in Best Buddies: ____________________________________________
Introduce your topic: __________________________________________________________________________
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**Body** - *The body of your speech should provide the audience with everything you want them to know. Continue sharing information about the topic you introduced by providing three main points to support it.*
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**Conclusion** - *The conclusion of your speech should summarize your topic and reinforce why the audience should care. Be sure to include a clear call to action – what you want the listener to do now that they have heard your speech. Lastly, thank your audience for listening.*
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