Athlete Spokesperson/Global Messenger

Writing a Speech

Delivering a Speech

Practice Worksheets for Special Olympics Programs

**Target Audiences Practice Worksheet**

My Target audience is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I want to get them to….

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Because…

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**Example Target Audience**

* Schools (administrators, teachers, superintendent)
* Civic Club Members
* Athlete in the Workplace
* Families of potential athletes
* Potential athletes (in Schools, Group Homes, Day Programs)
* Potential Unified Partners (in Schools, colleges, leagues)
* Potential and/or Current Sponsors and Donors
* Potential Fundraising Participants
* Law Enforcement Torch Run Members
* Potential Sport Fans
* Potential Volunteers
* Government/Parks and Recreation Department
* Potential and/or Current Coaches

**Build your Speech Practice Worksheet**

**Title/Topic**

**Specific Purpose:** Tell me in one sentence what the purpose of your speech is.

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**OPENING**

1. (**Attention Getter**) This could be a story or anything you know will GRAB your audience's attention.

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1. (**Reveal Topic**) Reveal your topic to your audience–just your topic–not a preview.

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1. (**Credibility Statement**) Answer the question "Why should we listen to YOU?" Give some type of factual information or some reference that will show that you know what you are talking about. This could be the fact that you had a class on the topic, or that you have done a lot of research, or that you have firsthand experience with your topic, or you are an expert, etc.

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1. (**Relevancy Statement**) Tell your audience how your topic is relevant to them.

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1. (**Preview**) Briefly reveal your topic and state what your main points will be. Your Preview is your central idea/thesis statement. You could copy your central idea from above and paste it into this spot. Your Central Idea will make an excellent preview to your speech. Your central idea is your preview.

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**BODY**

1. (**MAIN POINT 1**) Your first main point goes here-it MUST be one complete sentence –your main points must be consistent with your preview and your central idea – similar wording.

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**Evidence:** Back up your main point with proof.

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**Explanation Evidence:** Explain how your evidence backs up your claim.

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*Repeat evidence and explanation of evidence if you have more.*

1. **(MAIN POINT 2**) Your first main point goes here-it MUST be one complete sentence your main points must be consistent with your preview and your central idea – similar wording.

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**Evidence:** Back up your main point with proof.

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**Explanation Evidence:** Explain how your evidence backs up your claim.

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*Repeat evidence and explanation of evidence if you have more.*

**CONCLUSION**

1. (**Summary Statement**) Summarize your main points. Be specific and concise. Give an example from each main point.

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| Summary of MP1: |

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| Summary of MP2: |

1. (**Memorable Closing Statement**) Leave your audience with something to think about. A memorable close that refers back to the attention getter creates psychological unity for your audience.

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**Speech Feedback Sheet**

Global Messenger \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Speech\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speech Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Audience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| CONTENT | PERFORMANCE |
| Introduction   * Thanks audience * States name * States purpose of talk * Creates interest * Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Body:   * Organized, keeps on topic * Correct facts about Special Olympics mission * Facts about self; uses personal story to make interesting. * Includes appropriate selling points for target market * Tell them WHY they should do what you are asking * Uses video or show and tell items * Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Closing:   * Invites them to get involved * Tells them HOW to get involved * Shares resources/information * Asks for questions & fields questions appropriately * Thanks audience * Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * General Comments   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Body Language:   * Dressed and groomed appropriately * Has good posture (stands up straight) * Appears at ease in front of audience * Good eye contact and interaction with the audience * Positive facial expressions and gestures * Utilized notes effectively * Handles podium, microphone, and props * Avoids distracting noises * Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Speech and Language:   * Volume level appropriate for room * Can speak into microphone clearly * Pace of speech comfortable * Clear pronunciation of words * Uses good intonation and expression * Doesn’t use “fillers” (um, OK, well then…) * Clearly expresses thoughts and ideas * Listens and captures ideas of participants to answer questions * Can express humor * Can “think on their feet” * Responds to prompts of speech coach * Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |