



4-H PEI Communications

Illustrated Talk Planning Worksheet

Use this sheet to organize your thoughts and put the different parts of your talk together

Introduction

Introduce your subject using a story, quote or joke. Your introduction should be short and is designed to get the attention of your audience. The introduction is to tell your audience what you are going to talk about, and why the topic is important to you AND to them.

Body

The most important part of your talk. Tell your story or make your point by using facts and information you have collected

Visual Aids

An illustrated talk is a speech that includes the use of visual aids. Visual aids should enhance your talk, so consider how what and how you will use them during the presentation. They should be easily visible for the audience. Some examples could be a photo, diagram, slide show of photos, an object or a prop.

(Please Note that the use of live animals is not allowed)

Conclusion

Summarize your main points. Finish strong with a memorable statement, question or wrap-up thought
