

Charger Leadership

Public Speaking 101

Speech Skeleton Notes

Speech Topic:

Purpose Sentence: *(A single sentence that states the intent of your speech.)*

Introduction: *Get the attention of the audience. It should tune the audience into the speaker and the topic, allowing them to concentrate on the material ahead.*

Type of Introduction: *(Pick an introduction style that we have talked about and name it here.)*

Introduction Idea: *(Put your idea for your introduction into a complete sentence.)*

Body: *Subject matter, your personal knowledge plus any researched material. Your body will have 2-3 main heads with 2-3 sub heads per main head.*

- I. Main Head *(A sentence that supports the purpose sentence.)*
 - A. Sub Head *(2-3 ideas that relate back to the main head.)*
 - B. Sub Head
 - C. Sub Head
 - 1. Sub division *(2-3 ideas that relate back and support the sub head)*
 - 2. Sub division

- II. Main Head
 - A. Sub Head
 - B. Sub Head
 - C. Sub Head
 - 1. Sub division
 - 2. Sub division

Conclusion: *Ties all of the information of the speech together. Brings the speech to a close. Emphasizing your main points without introducing any new material. Leave a good, lasting impression with your audience.*

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1. Sub division

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A. Sub Head

B. Sub Head

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1. Sub division

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Conclusion: