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**Preparing your speech/talk**

**Thinking**

* *what is your subject?*
* *what is the purpose of the speech/talk?*
* *who is the audience?*

**Beginning**

* *think about a way to open in an engaging way*
* *remember to greet the audience, introduce yourself and your subject, and make your purpose clear*
* *outline the main structure of the speech/talk*

**Main body of the speech/talk**

* *what three main points would you like to make?*
* *how are you going to expand each point (example, story, facts, opinion)?*

**End**

* *sum up your main points with a strong statement*
* *include a call to action if appropriate*
* *thank the audience*