

Talk Planning Worksheet

Five boxes. Fill them in and you have a talk. Write in short lines, not paragraphs — you are going to say this, not read it. The one exception is your last sentence: write that one word for word.

BEFORE YOU START

My topic

Who is listening

How long I have

Explain something

A talk that teaches. Class presentation, work update, how something works. This is the shape Base Camp teaches.

1 Topic and promise

What is it about, and what will they know by the end? One sentence each.

Today I want to talk about... · By the end, you'll know exactly how to...

2 Point one

Your first main idea, plus the one example that proves it.

First... · Let me give you an example.

3 Point two

The second idea. Write the sentence that gets you here from point one.

Which brings me to... · Now let's look at...

4 Point three

The last idea. Three is usually enough. Two is fine.

And finally...

5 Recap and close

Name your points again, then your last sentence. Write that one word for word.

So, to sum up... · If you remember one thing, remember this. · Thank you for listening.

MY SIX KEYWORDS

Now shrink the whole thing to six words and copy them onto a card. That card is what you take with you — not this sheet.

Three other shapes

Not every talk explains something. If yours is one of these, use these five boxes instead — on the back of this sheet, or on paper. The online builder at englishrefresher.com/speech-outline-builder/ writes any of them out for you.

CHANGE THEIR MIND

A proposal, a pitch, a recommendation.

1. The problem — what is wrong right now
2. Your position — one sentence
3. Your reasons — strongest first
4. The objection — say theirs, then answer it
5. The ask — what exactly, and when

TELL A STORY

One thing that happened. Often the most memorable kind.

1. The opening line — start in the middle of it
2. The setup — who, where, what you wanted
3. The turn — the moment it changed
4. The result — short
5. So what? — why you are telling them

GIVE A TOAST

Short, warm, about someone else. Ninety seconds is plenty.

1. Who you are — one line
2. One story — small, specific, true
3. What it shows — one sentence
4. The wish — what you want for them
5. The raise — word for word, then lift the glass

WHICHEVER YOU PICK

The three rules do not change.

1. Say it out loud before you decide it works.
2. Write the last sentence word for word.
3. Cut something. There is always something.