# Richard's speech template

| Action / Voice | | Slides / Stage |
|---|---|---|
| | *Message/hook:* _____ | |

*Message/hook:* _____

**Speech title:** _____
(*Link everything to hook – what you want people to remember*)
*Stand, engage, pause ....*
**Opening question/statement:** _____
_____
_____

**Welcome, ladies and gentlemen:** _____
_____
_____

**Body:**
**1/ Point:**
**Story to illustrate point:**




**2/ Point:**
**Story to illustrate point:**




**3/ Point:**
**Story to illustrate point:**




**Close:** _____
_____
_____**Answer question or restate statement**