

# Richard's speech template

Action /  
Voice

Slides /  
Stage

**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

**www . one clear message . com**

The ③-②-① Feedback Method by Richard Riche, DTM, One Clear Message – Congruent Clear Communication,  
Presentation Skills, Positive Company Culture, Self Esteem and Interpersonal Relationship Training