



Speech Outline Builder

Age Group: 7-12 Years | Skill Focus: Confidence & Public Speaking

My name: Date:

How to use this worksheet

An outline is a map for your speech. Plan a beginning, middle and ending, then practise it. Do each step in order. Ask a grown-up to help you if you need to!

1 Pick Your Topic

Tick ONE topic, or write your own below:

- | | |
|--|--|
| ☐ My favourite hobby | ☐ A person I admire |
| ☐ A place I love | ☐ Something I am learning |
| ☐ An animal or nature | ☐ Something else |

My topic is:

My main message (the ONE thing I want people to remember):

.....
.....

2 Meet the Outline

Every speech outline has 3 parts. Here is what goes in each one:

BEGINNING Hook + topic

Grab attention with a hook, then say what you will talk about.

MIDDLE 3 main points + details

Share your best ideas in order. Add a fact or example for each one.

ENDING Summary + closing line

Remind us of your main points and finish with a strong last sentence.

3 Build Your Outline

Write short notes, not full sentences. Just a few words for each idea!

BEGINNING Hook + topic

Pick a hook (tick one):

- | | |
|--|---|
| ☐ Ask a question | ☐ Tell a fun fact |
| ☐ Share a short story | ☐ Say something surprising |

My hook:

My topic sentence:

MIDDLE 3 main points + details

Main point 1:

Detail or example:

Main point 2:

Detail or example:

Main point 3:

Detail or example:

ENDING Summary + closing line

My main points were:

My closing line:

4 Check Your Outline

Tick each box when your outline has it:

- | | | |
|--|---|---|
| ☐ A strong hook | ☐ 3 main points | ☐ Details for each point |
| ☐ A strong ending | ☐ One main message | |

Transition Words to Link Your Ideas

First Next Also For example Another reason Finally In conclusion Thank you!

5 Practise Speaking

Use your outline as a guide. Your speech should take about 1 to 2 minutes. Tick each Superstar Tip you remember!

Superstar Speaker Tips

- | | |
|---|--|
| ☐ Speak slowly and clearly | ☐ Use your outline as a guide |
| ☐ Look at your audience | ☐ Pause between main points |
| ☐ Use transition words | ☐ Smile and stand tall |

Practise 3 times. Colour a star after each one!

Practice 1: to a mirror



Practice 2: to a toy or pet



Practice 3: to family or friends



How did it feel? Tick your choice!



Very confident!

☐ Tick here



A little confident

☐ Tick here



Still practising

☐ Tick here

I am proud of myself because.....
.....

Parent / Teacher Feedback

What the child did well:

One thing to try next time:

Speaking stars: ☆ ☆ ☆ ☆ ☆

Signed:

Well done! You built and practised your speech outline!