

Speech Planning Worksheet

Age Group: 7-12 Years | Skill Focus: Planning & Organising Ideas

My name: Date:

How to use this worksheet

You will choose a topic, collect ideas, pick key points and plan your speech.
Do each step in order. Great speakers plan first, then speak! Ask a grown-up for help.

1 Choose Your Topic

Tick ONE topic or write your own:

- | | |
|---|--|
| ☐ My favourite hobby or sport | ☐ An amazing animal |
| ☐ A person who inspires me | ☐ A place I would love to visit |
| ☐ A book, game or film I enjoy | ☐ Something I would change |

My own topic:

Make your topic specific!

A small, clear topic is easier to plan and more interesting to hear.

Big topic: Animals → **Specific topic:** Why octopuses are so clever

My specific topic is:

My audience (who will listen):

Why am I giving this speech? Tick ONE!

- | | | |
|--|--|---|
| ☐ To teach people | ☐ To entertain people | ☐ To convince people |
|--|--|---|

Teach = share facts. Entertain = make people smile. Convince = change minds.

Topic Check: can you tick all four?

- | | |
|---|---|
| ☐ I know enough about it | ☐ I feel excited about it |
| ☐ My audience will find it interesting | ☐ I can explain it in 2 to 3 minutes |

2 Collect Your Ideas

Write words, short sentences or tiny pictures. Don't worry about perfect spelling!

Mind Map: write your topic in the middle, then add one idea in each box!

Idea 1	Idea 2	Idea 3
Idea 8	MY TOPIC (write it here)	Idea 4
Idea 7	Idea 6	Idea 5

Now pick your 3 best ideas!

Draw a star next to the 3 ideas you like best. These are your **KEY POINTS** – the main things you want your audience to remember.

Stuck? Ask yourself these questions

What is it? Why do I like it? How does it work? Who cares about it? What is surprising?

I chose this topic because.....

.....

One question my audience might ask:.....

3 Plan Your Speech

Every speech has 3 parts: a strong start, a clear middle and a memorable end.

BEGINNING Grab your audience's attention

Try: "Did you know ____?" or "Imagine ____!" Then say: "Today I will talk about ____."

.....

.....

MIDDLE Explain your 3 key points, in order

Try: "My first key point is ____ because _____. For example, _____."

Key point 1:

Because / for example:

Key point 2:

Because / for example:

Key point 3:

Because / for example:

ENDING Finish with a strong closing line

Try: "So remember, _____. Thank you for listening!"

.....

.....

Linking Words to Join Your Ideas

First Next Another reason is For example Because Finally In conclusion

Read your plan out loud once. Check it!

☐ It has a hook ☐ It has 3 key points ☐ It has a strong end

Tip: Your plan is a guide, not a script. Use short notes and key words, not full sentences!

4 Check Your Plan

Say your plan out loud. Your speech should last about 1 to 2 minutes. Tick each box that is true!

Speech Planning Checklist

- | | |
|---|---|
| ☐ My topic is clear and specific | ☐ I know who my audience is |
| ☐ Each key point has an example | ☐ My ideas are in a sensible order |
| ☐ I can explain it in my own words | ☐ It will take 1 to 2 minutes |

Test your plan 3 times. Colour a star after each one!

Check 1: Read it aloud



Check 2: Tell a friend



Check 3: Improve one thing



How ready do you feel to give this speech? Tick your choice!



Ready to speak!

☐ Tick here



Almost ready

☐ Tick here



Need more planning

☐ Tick here

I am proud of my plan because.....

.....

One thing I will improve:.....

Parent / Teacher Feedback

What the child planned well:.....

One thing to improve next time:.....

Planning stars: ☆ ☆ ☆ ☆ ☆

Signed:

Well done! Your speech plan is ready!