

**TROOP 301 PUBLIC SPEAKING MERIT BADGE: SPEECH WORKSHEET**

PRESENTER(S): \_\_\_\_\_

TOPIC: \_\_\_\_\_

DATE OF PRESENTATION: \_\_\_\_\_

TOTAL TIME NEEDED TO PRESENT: \_\_\_\_\_

- SET UP TIME \_\_\_\_\_
- TIME FOR PRESENTATION: \_\_\_\_\_
- TIME FOR Q & A: \_\_\_\_\_

MATERIALS NEEDED: \_\_\_\_\_

SEATING ARRANGEMENT (circle which one)

<i>THEATRE STYLE</i>	<i>SMALL</i>	<i>CLASSROOM</i>	<i>SEMI-</i>	<i>CIRCLE/</i>
<i>w/ PODIUM</i>	<i>GROUPS</i>	<i>STYLE</i>	<i>CIRCLE</i>	<i>SQUARE</i>

AUDIO/VISUAL NEEDS: \_\_\_\_\_  
(ie: screen / projector / computer / whiteboard / easel / display table / etc)

PRESENTATION FORMAT: \_\_\_\_\_  
(ie: DVD / thumb drive / CD / VCR / handouts / website URL \_\_\_\_\_)

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**SPEECH INFO**

**INTRO / KEY WORDS** \_\_\_\_\_

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**MAIN TOPIC POINT**

1 -

2 -

3 -

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**WRAP UP / ACTION STATEMENT**

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**SCOUTMASTER APPROVAL / DATE:** \_\_\_\_\_