



# Virginia Cooperative Extension

Virginia Tech • Virginia State University

Floyd County Office  
209 Fox Street NW  
Floyd, VA 24091-2101  
540/745-9308 Fax: 540/745-9315  
E-mail: sutphinL@vt.edu  
2022-2023

Dear Parents,

As a member of 4-H in the classroom, your child will be doing a Public Speaking project in their class during the month of \_\_\_\_\_. Public Speaking meets several English SOLs and your child will receive a grade on this project from their teacher. Your child's speech should be from three to five minutes long. Each student will receive a blue, red, or white 4-H ribbon. **The top speeches from each classroom will be selected to compete in the countywide contest to be decided at a later date.**

Thank you for your support of this project. Below is an outline for creating a successful speech project.

Sincerely,

Laura Jeuek  
4-H Extension Agent  
Floyd Office

## Public Speaking

1. Select a Subject- Choose a topic that interests you.  
Example: A trip you have taken, hobbies, or a personal experience.
2. Make an outline- the outline should include the three parts of a speech.
  - a. *Introduction* – Explain what your speech is about. This part tells the audience what you plan to cover in your talk. Open with a personal story or startling statement of act or quote or poem or appropriate joke or story.
  - b. *Body*- The “meat and potatoes” of your talk, your main theme. You will give all the information you want the audience to have on your topic.
  - c. *Conclusion*- This is a brief summary of the main points you covered in the body of your speech.
3. Write the speech- Get the information together on your topic and write down all the important facts. Check your presentation for its sequence, its transition, the logic of the central thought, the persuasiveness of your arguments and the desired response from your potential audience. Make any necessary revisions to achieve your desired objectives... that of communicating your Big Idea!
4. Practice, Practice, Practice- PRACTICE MAKES PERFECT! First practice by yourself, then before a friend or your family. Remember your speech should be for three to five minutes.

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments. Its programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.