

To the student:

We have provided this Speech Preparation Workbook to use in your public speaking course. In this workbook you will find a variety of forms to help with preparing your self-introductory speech, analyzing your audience, selecting your topics, conducting your research, organizing supporting materials, and outlining your speeches. We have included one copy of each of the outline worksheets and other materials you may need in the course. Because you may decide to use the same design for more than one assignment, make an extra copy of the blank worksheet so you have a backup. Make copies of other materials and forms in this workbook so that you will have enough for all of your assignments. Use these workbook materials to make your journey through the realm of public speaking a little easier to navigate.