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DEMONSTRATION SPEECH

PREP-KIT

Master your next presentation with this all-in-one guide. Follow these three steps to move from a rough idea to a polished, confident performance.

The Topic Selection Worksheet

A great speech starts with the right topic. Use this worksheet to find the perfect idea that combines your skills with your audience's interests.

Part 1: Brainstorm Your Skills & Interests

List things you know how to do well, enjoy doing, or have a unique experience with. Don't overthink it!

Hobbies

(e.g., Playing guitar, baking, gardening, video games)

Practical Skills:

(e.g., changing a tire, organizing files, cooking a specific dish)

Unique Talents:

(e.g., Juggling, a magic trick, calligraphy, speaking a unique phrase in ASL)

Part 2: Analyze Your Audience

Who are you speaking to? What would they find useful, interesting, or entertaining?

- My audience is primarily: (e.g., High school students, business colleagues, family members)
- What is one common problem they have that I could solve? (e.g., Wasting time, staying organized, needing a simple recipe)
- What is askill thatwouldentertain orimpress them?

Part 3: Check the Logistics

Ensure your idea is practical for the assignment.

Time Limit:

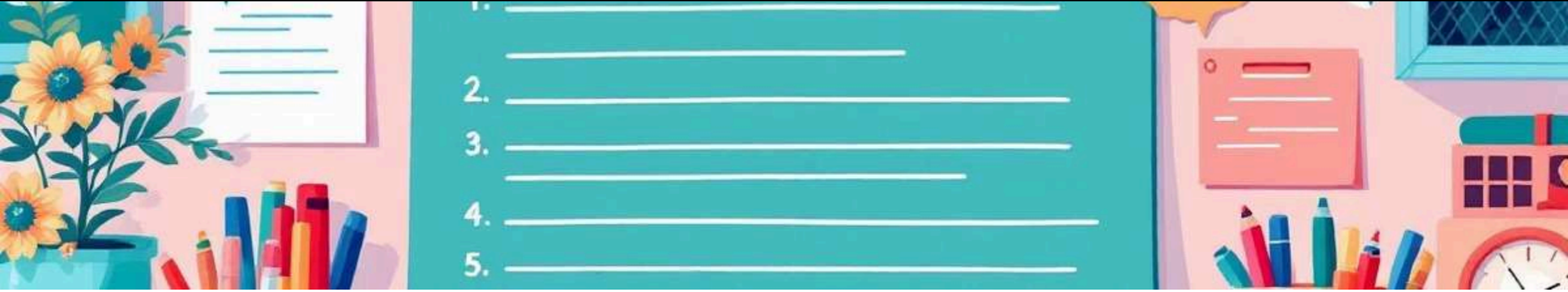
_____ minutes. Is my topic simple enough for this timeframe? (Yes / No)

Venue/Space:

Can I perform the demonstration easily in the given space? (Yes / No)

Materials: Can I easily acquire and bring all the necessary props? (Yes / No)

My Final Topic Choice: Based on the questions above, my chosen topic is:



The Step-by-Step Speech Outline Template

Organize your speech for clarity and impact. Fill in the blanks below to create a seamless flow from start to finish.

1. The Introduction (~15% of your time)

Attention-Grabbing Hook: (Start with a question, a surprising statistic, or a quick story)

_____

State Your Purpose: (Clearly say what you will demonstrate) "Today, I'm going to show you how to..."

_____

Explain the Benefit: (Tell the audience why this skill is useful or interesting) "This is a great skill to have because..."

_____

List Your Materials: (Briefly show or list what you'll be using) "All you will need is..."

_____

2. The Body: The Demonstration (~70% of your time)

Break your process into clear, simple steps. For each step, explain what you're doing and why you're doing it that way.

01

Step 1:

_____

_____

(Key talking points for this step):

_____

02

Step 2:

_____

_____

(Key talking points for this step):

_____

03

Step 3:

_____

_____

(Key talking points for this step):

_____

(Add more steps if necessary)

3. The Conclusion (~15% of your time)

Summarize the Main Steps: (Quickly recap the process)

"So, to recap, we first _____, then we _____, and finally we _____."

The Final Reveal: (Present your finished product with confidence!)

"And just like that, you have a perfectly..." _____

Memorable Closing Statement: (End with a call to action or an impactful final thought)

"Next time you need to _____, you'll know exactly what to do."

The Ultimate Pre-Speech Checklist

Do a final check to ensure you are fully prepared. Go through this list the day before and right before your speech.

Content & Structure

- Is my introduction short, clear, and engaging?
- Are my steps logical and easy for a beginner to follow?
- Does my conclusion clearly summarize the process and show off the result?
- Have I removed any complicated jargon or unnecessary information?

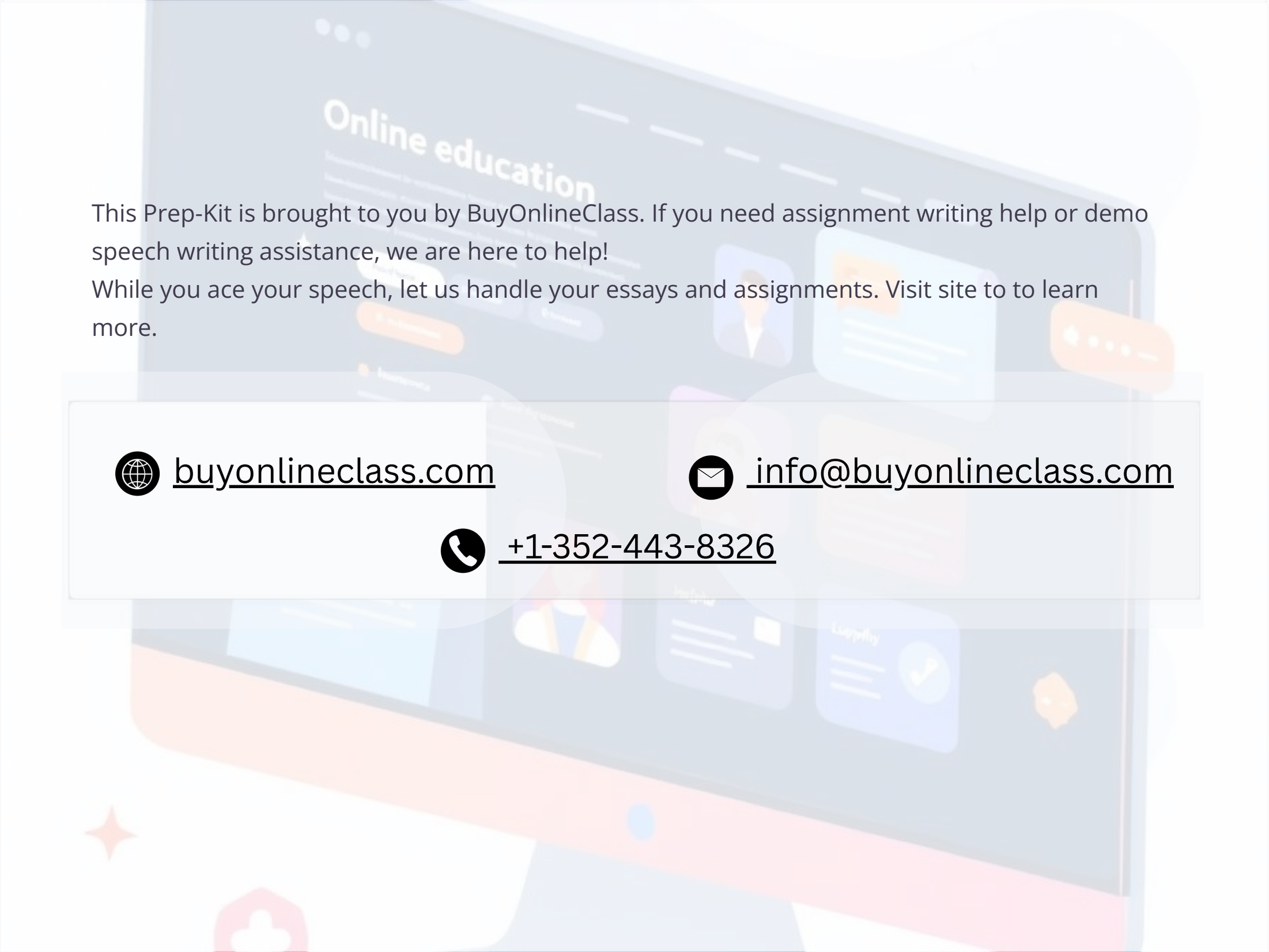
Props & Logistics

- Are all my props and materials gathered, clean, and ready to go?
- Have I tested any tools or equipment to make sure they work?
- Do I have a backup for anything that might fail (e.g., extra batteries, spare materials)?
- Is my demonstration area organized for a smooth presentation?

Practice & Delivery

- I have timed my speech multiple times to ensure it fits the time limit.
- I have practiced the physical demonstration until it is smooth and effortless.
- I have practiced my speech out loud from beginning to end at least 3 times.
- I have practiced in front of a mirror, friend, or family member for feedback.
- I know where I will place my notes (if any) so I can see them easily.
- I have a plan for what to do if a small step goes wrong.

Good Luck with Your Speech!



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