



## *Public Speaking Guidelines*

*When you speak to a school board, village board or city council, you will usually have 3 minutes or less to get your point across. You want to be as brief and as clear as possible so your message comes across and your audience stays engaged.*

*You can use this template (make a copy) to organize your thoughts. This can also be used for emails and conversations with decision makers.*

**B (Background):** Provide a quick context— I'm (name) a (grade) at (school) and I'm part of It's Our Future, a youth climate advocacy program.

**R (Reason):** Explain why you're speaking now—why should they pay attention? (Your concerns, feelings and/or story about the climate crisis) And your ASK.

**I (Information):** Provide **two to three key** nuggets of information you want to share. What are the key facts that support your request?

**E (End):** Decide on what note you want to close your comments - reiterate your request.

**F (Follow-up):** Share ways to reach you or a specific next step for them to follow up.