

## AUDIENCE ADAPTATION WORKSHEET

What device(s) will you use in the introduction to gain the attention and interest of your audience?

What steps will you take in the introduction to relate the topic directly to your audience?

What are the main points of the speech? Why do you plan to develop these particular main points for this audience?

Why have you selected the supporting materials you plan to use for this audience?

What steps have you taken to make your language clear and appropriate to this audience?

What adjustments will you make in delivery—rate of speech, volume, tone of voice, gestures, and the like—to communicate your ideas to this audience?