



The Global Voice Club

Script Blueprint

The Speech preparation cheat sheet for busy professionals

by Alexia Ruvoletto

Welcome

Hi There!

This script blueprint is your roadmap to delivering impactful speeches with clarity and confidence. Whether you're informing, persuading, or inspiring, this template guides you through each step from crafting a compelling opening to closing with authority. It's based on proven techniques from TED Talks, Dale Carnegie, and my own personal experience speaking at more than 150 events. Use it to turn your message into a memorable experience, and speed up your preparation! Ready? Let's get started!

Alexia Ruvoletto

About me

I grew up in a small village in Northern Italy, where public speaking felt like a skill reserved for politicians and CEOs. Years later, I was delivering speeches to senior government officials and industry leaders worldwide. As a Certified Public Speaking Trainer and Founder of Global Voice Club, I now help non-native English speakers transform their communication. My mission? To ensure that every professional's voice carries the power it deserves.



Preparation

Use this checklist to prepare your speech



01

Who is your audience? What do they care about? List at least 3 interests

02

What is the main purpose of your speech? Inform, entertain, persuade, sell, inspire?

03

What is the key message and call to action? What do you want your audience to do or retain after your speech?

Speech Structure

Follow this template when writing down the script for your speech/presentation

Opening

This can be:

- your introduction (I am ...I represent.. I will speak about...)
- A hook (bold statement, interesting fact or statistic, contrarian opinion)

Write your opening here

Body

Topic no. 1 (explain the idea at the beginning, additional info after). If you use slides add the title of the slide on top of this section. Repeat for each idea/topic.

Write your topic here

Topic no. 2 (explain the idea at the beginning, additional info after). If you use slides add the title of the slide on top of this section. Repeat for each idea/topic.

Write your topic here

Speech Structure

Follow this template when writing down the script for your speech/presentation

Topic no. 3 (explain the idea at the beginning, additional info after). If you use slides add the title of the slide on top of this section. Repeat for each idea/topic.

Write your topic here

Topic no. 4 (explain the idea at the beginning, additional info after). If you use slides add the title of the slide on top of this section. Repeat for each idea/topic.

Write your topic here

Conclusion

This can be:

- summary (repeat main message and call to action)
- closing statement (bold statement, joke, interesting statistic, call to action)

Write your conclusion here

Delivery Checklist

Before you walk on stage or start your webinar make sure you've done all the things below



- **Timing**
 - Make sure to ask the moderator/organiser how much time you have
 - Use the timer on your phone and recite the script
 - Make sure the recital fits the allocated time. Allow a 2 minute margin.
- **Rehearse voice modulation and body language**
 - Recite the script another time in front of a mirror or film yourself.
 - Try and minimise filler words and check body language is appropriate
- **Visual Aid (skip this if you don't use visual aids)**
 - Check with the moderator/organiser if you can use slides
 - Check with your organisation about the correct template to use
 - Rehearse your speech a third time while going through the slides. (but don't read the slides)
- **Prepare Q&A**
 - Check with the moderator if they have questions they want to address to you
 - Anticipate at least 3 questions from the audience and script the answers



Want to work with me?



To see if we can work together to find a path that works for your unique situation, email me to apply for a free consultation.

contact@globalvoiceclub.com