In order to get all the facts about your person or event, please fill out the form below. Then write out your 1-2 minute speech on notebook paper.

**Person**

1. Who are you?

2. What did he/she do?

3. When did this happen?

4. How did he/she do this?

5. Where did he/she do this?

6. Why did he/she do this?
Event

1. What event are you telling?_________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

2. Who was involved?____________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

3. When did this happen?_________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

4. How did it turn out?___________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

5. Where did this happen?________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

6. Why did this happen?___________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________