This is how I organize my speaking exam.

First of all, I start my speaking exam introducing myself, giving my name and some aspects about me. This gives me the opportunity to start the speech, how come? Well, the beginning is the worst part in a speaking exam, at least for me. I am always afraid to get blocked and if I have something prepared, I don't find it so difficult. I usually begin with something like that:

Hello, my name is Aixa, I worked as a/an blabla in the past but now I am unemployed and I'd like to pass this exam to get a new job. The topic that I've been given today is learning languages or gentrification or whatever…

And I have already spent 30 second…

After that, I divide the speech in paragraphs, depending on the points I have to cover. I try to start all the paragraphs with the different introductions which I have highlighted and shown in bold. All these tricks help me to make a structure of the speech. I know that there are a lot of people who don't need to do something like that, but I really get nervous in an exam and I need to do all this process to be more confident.

I recommend you to repeat this process with all the topics you can. Remember that you only have a few minutes to do this in an exam.

I saw these tricks in a YouTube video in the past and it has been really useful for me.

Besides, as you can see through my writings, I have some paragraphs that I use in different writings. That is because, I think it is a good idea to develop this kind of paragraphs to cope those moments when you are stuck. I addition, that is a really good opportunity to excel in vocabulary and pronunciation.

I hope these tricks are really useful for you as well.

Good luck! or Break a leg!