



Presentation Worksheet

-
1. **Clarify the objective.** What is the purpose of this presentation?

Persuade

Describe

Teach

Inspire

2. **Define the audience. Determine how you will deliver the presentation.**

Why are they getting together?

What do they already know?

What is their attitude toward the topic?

What are the group's characteristics?

What kind of presentation are they used to?

Bottom Line: What does the audience need?

- Ideas or techniques
- Information for making a decision.
- Features and benefits of your service.
- Your recommendations and the reasons behind them.

Determine how you will deliver the presentation.

Choose the method appropriate to the audience and the material.



3. Determine your main point and 3-5 supporting points.

What is the main point that you want to communicate?

What are your supporting points?

- 1.
- 2.
- 3.

Do research if needed. Become totally familiar with the topic.

Gather data. See patterns. Draw conclusions. Look for a focus.

4. Write. Use simple language.

Introduction – What will you say first?

Body – How will you make your case?

Conclusion – What will you say last?

5. Add visuals.

What visuals can you use to enhance your presentation?

6. Practice your presentation. Get feedback.

7. Deliver your presentation. Handle nervousness/Handle questions.
