

Presentation Worksheet

Presentation Title:

1. What type of presentation are you giving?

- ☐ Small meeting
- ☐ Department or conference seminar
- ☐ Classroom lecture
- ☐ Sales pitch/funding request
- ☐ Keynote address
- ☐ Workshop
- ☐ Other

2. Who is your audience?

- ☐ Coworkers or colleagues
- ☐ Managers
- ☐ Scientists/technical professionals
- ☐ Salespeople and marketers
- ☐ Students
- ☐ Mixed
- ☐ Other

3. What is the headline message of your presentation?

4. What do you want your audience to do with your conclusions?

5. Craft your opening statement.

6. Craft your closing statement.

7. Outline the sections of your presentation.

1.

2.

3.

4.

5.

8. What stories can you tell?

9. Images (sketch or describe before searching)

☐ Graphs & Charts

☐ Pictures, Illustrations, and Icons

☐ Videos

10. Anticipated Q&A

1. Q:

A:

2. Q:

A: