**Presentation Worksheet**

**Presentation Title:**

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| --- | --- |
| **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.**



**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:

1. Q:

A: