**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.

1.

1.
2.

**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: