**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: