



Presentation Purpose Worksheet

In order to get started on creating your presentation, please complete this worksheet:

1. What is my objective?

- What results do I want?
- What action needs to be taken as a result of this presentation?

2. Who is the audience?

- a. Who will I be presenting to?
- b. What are their primary concerns, issues or needs?
- c. How are they motivated?
- d. What do they expect from me?
- e. What do I know about their:
 - Skill/ knowledge level
 - Attentiveness
 - Willingness to adopt new ideas or concepts
 - Needs, values and expectations
 - Culture

3. What do I want my audience to:

- Think?
- Feel?
- Do?
- Understand?

Presentation Preparation Worksheet

Use this worksheet to help you organize the content of your presentation:

INTRODUCTION

Attention-getter:

Tell them what you will tell them:

Other comments:

BODY – Main Point(s) with Examples, Stories, Quotes

Point: example, etc.

Point: example, etc.

Point: example, etc.

Point: example, etc.

CONCLUSION

Tell them what you told them:

Strong concluding statement: