

# Resource 15

## Presentation Planning Sheet



IN PARTNERSHIP WITH



Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Focusing Your Presentation

My topic is: \_\_\_\_\_

Key issues I will address include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I want my audience to know: \_\_\_\_\_

\_\_\_\_\_

I will present this information in the following ways:

Presenting Facts: \_\_\_\_\_

\_\_\_\_\_

Photographs: \_\_\_\_\_

\_\_\_\_\_

Graphics: \_\_\_\_\_

\_\_\_\_\_

Audio: \_\_\_\_\_

\_\_\_\_\_

### Presentation Checklist

- The font I chose is readable from the back of the room.
- Audio clips I included can be heard in the back of the room.
- Pictures and graphics look good in their final presentation form.
- Any handouts I am using are prepared.