

Presentation Outline Worksheet

Introduction

Attention-grabber. Based on what I know about my primary audience, what will get his/her/their attention (and also relate to topic and situation)?

Purpose. As a result of this message, what do I want my audience to do?

Are there any reasons I should be indirect with the purpose of this message (including cultural considerations)? If so, how should I temper my expressed goals?

Agenda. How am I going to accomplish my objectives: that is, what is my agenda for delivering the message?

Benefit for audience. What's in it for them, specifically and personally?

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Continued...

Body

Point One: _____

Support material (such as statistics or examples):

Point Two: _____

Support material (such as statistics or examples):

Point Three: _____

Support material (such as statistics or examples):

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Continued...

Closing

Summary. Exactly what do I want my audience to remember (the essence of my main points)?

Specific action. Exactly what do I want my audience to do?

Strong final statement. What is the last thought I want them to leave with them?
