

Presentation Preparation Worksheet

Name	Date
Topic	Type

Preparation

List the sources that you are using for your presentation. Is any of it original to you (i.e. you did the technical work)? Make sure you cite all non-original sources in your presentation.

Planning

Answer the following questions. Be thoughtful, this is for your benefit.

- *Who* is your audience? What subjects are they familiar with or unfamiliar with? What do they find interesting? How will you get their attention?
- *What* is your message? Write one sentence that comprehensively summarizes your message.
- *Why* are you giving the presentation? What is your purpose? (Hint: Get an “A” is not a useful description of your purpose.)
- *When* and *where* are you giving the presentation? What are the constraints on your time, your resources and the attention of your audience?

Logic

Create an outline of your presentation by giving a single full sentence describing the message on each slide. Number your sentences with the slide number.

- If this is your technical presentation, identify the slide numbers in the Introduction, Methods, Results & Discussion, and Summary sections.
- If this is your business presentation, draw a tree diagram with your slide numbers and identify the Introduction, Proposal, Reasons and Conclusion sections.

Delivery

Identify one area of focus for your delivery (e.g. making eye contact) that you are going to work on.