

## Planning Your Presentation Outline

**Define Your Purpose:**

1. Inform?
2. Demonstrate?
3. Influence Thinking?

What is the *single* main point of your presentation?

\_\_\_\_\_

Name 3 key points your audience will walk away with at the end of your presentation.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What are my points of impact as I make each point?

Ask the "*impact?*" question for each key point.

Create 2-3 sub-headings for each key point

a) i \_\_\_\_\_ ii \_\_\_\_\_

b) i \_\_\_\_\_ ii \_\_\_\_\_

c) i \_\_\_\_\_ ii \_\_\_\_\_

Decide the flow of your presentation

**What would you like your audience (afterward) to:**

**Say**  
**Think**  
**Feel**  
**Do**

familiar    □□ →    unfamiliar

old way    □□ →    new way

problem    □□ →    solution

Chronological order