Planning Your Presentation Outline

What is the single main point of your presentation?

Define Your Purpose:

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

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

problem solution

Chronological order