

# Presentation Worksheet

Presentation Title:

**1. What type of presentation are you giving?**

- Small meeting
- Department or conference seminar
- Classroom lecture
- Sales pitch/funding request
- Keynote address
- Workshop
- Other

**2. Who is your audience?**

- Coworkers or colleagues
- Managers
- Scientists/technical professionals
- Salespeople and marketers
- Students
- Mixed
- Other

**3. What is the headline message of your presentation?**

**4. What do you want your audience to do with your conclusions?**

**5. Craft your opening statement.**

**6. Craft your closing statement.**

## 7. Outline the sections of your presentation.

- 1.
- 2.
- 3.
- 4.
- 5.

## 8. What stories can you tell?

## 9. Images (sketch or describe before searching)

- Graphs & Charts
- Pictures, Illustrations, and Icons
- Videos

## 10. Anticipated Q&A

1. Q:  
A:
2. Q:  
A: