

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Presentation Planner, page 1

1. What is the TOPIC of my presentation?

2. What is the goal or PURPOSE of my presentation?

3. What INFORMATION is critical for me to present? (List the big ideas and key details/examples.)

4. What FORMAT will I use to deliver my information? (Slideshow? Poster? Podcast? Something else?)

5. Where might I find relevant information? What SOURCES will I consult? (books, Internet, maps, teacher, etc.)



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## Presentation Planner, page 2

6. Who is my AUDIENCE? What background knowledge, interests, and/or needs might my audience have?

7. How will I ADAPT my content, language, and presentation style to fit my audience and my purpose?

8. How might I use VISUALS or other media to enhance my audience's understanding of the material?

9. How will I try to ENGAGE my audience? CONFIRM that audience members are understanding and following me?

10. How can I ORGANIZE my information so that it's easy to follow?

Consider a few different possibilities. Then OUTLINE or sketch out your plan on a separate page.

