

MAKING A PRESENTATION TOOL

Presentation Outline Worksheet

Once you have planned what you want to say, use this worksheet to help you organize your content most effectively, identify any visual aids or support materials that will enhance your presentation, and estimate the time you will need. You may have to revise your content if it appears to exceed your time limitations.

Your Content	Visuals/Support Materials	Time
Opening <hr/> <i>State your purpose. Preview your main points. Make your audience want to listen.</i>		
Body <hr/> <i>Get across the main points of your presentation.</i>		
Conclusion <hr/> <i>Summarize your content. Challenge the audience to take action.</i>		