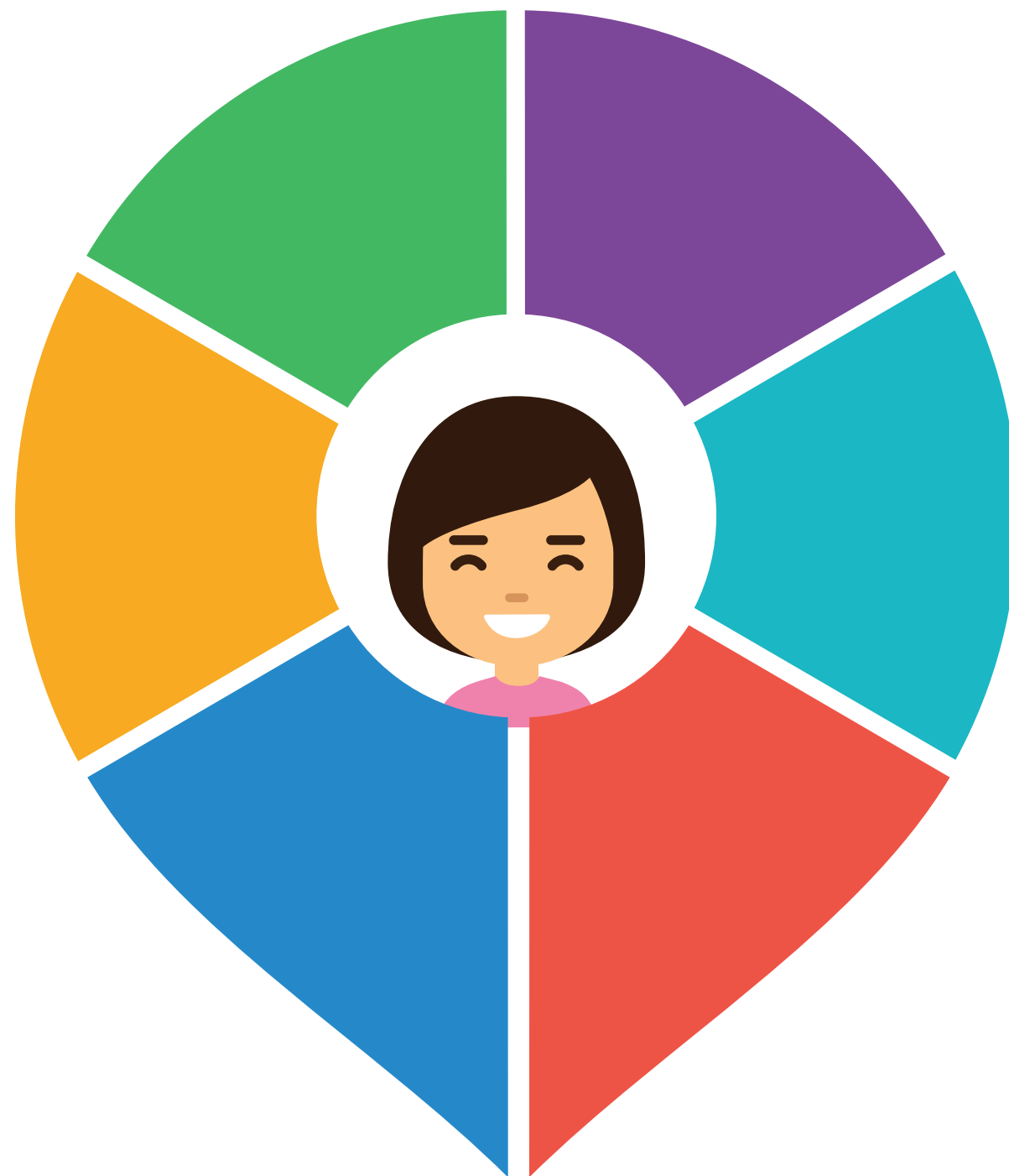


Presentation Planning 101



three

SET THE SCOPE

What do you need to include in your presentation? What would be nice to include?
 What do you hope the audience learns?
 Does the scope match your target audience and assignment instructions?

two

PRIORITIZE CONTENT

What is the subject/topic of your presentation? (refer to assignment instructions)
 What content is most important to include?
 How will you divide your content among group members (if applicable)?

one

BUILD AN OUTLINE

What is your agenda for the presentation?
 Do you have the right amount of content for the amount of time?
 Who will be responsible for each part of the presentation?
 How will you check-in with group members?

four

PLAN YOUR VISUALS

How will you visually present content to your audience?
 Why have you included a visual? How does it help your audience understand or engage with your presentation?
 Examples of visuals: PowerPoint, handouts, posters, video, etc.

five

PRACTICE!

Have you practiced your presentation? (individually and/or as a group)
 Have you timed yourself/group?
 Have you thought about potential questions from your audience?

six

DEBRIEF

How did the presentation go?
 What worked well? What didn't? (Discuss with your group!)
 Did you take the time to review feedback from your instructor?

Name(s):	Course:	Materials Required: <input type="checkbox"/> Laptop <input type="checkbox"/> Projector cords <input type="checkbox"/> Cue cards/ Presentation notes <input type="checkbox"/> Handouts <input type="checkbox"/> Sticky notes <input type="checkbox"/> Pens/Markers
	Audience:	
	Length of Presentation:	
	Presentation Date:	