Presentation Planning Worksheet

1. Title:	3. Body (Main Points):
Think of something catchy for your title.	Spend some time on each main point.
	a
	- b.
2. Introduction:	
a. Attention getter: Starting statement, story,	
poem, joke or question.	
	с.
	d.
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	4. Conclusion:
b. Tell your audience what you are going to	a. Summary, briefly go over main points
cover in your presentation.	again.
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	b. Attention leaver; Close with an
	appeal for action, a humorous remark
	or a thoughful question. Make the
	audience remember you.
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	_ c. Ask for questions.
	d Display finished product