Presentation plan

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| Understanding the Task | |
| * Is the presentation assessed? * Is there a specific question that needs to be and answered? * What is your deadline/ delivery date? * Do you need to allow time for questions? * What will you need to research? |  |

This table can be used as a template for planning your presentation.

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| Who are the audience? | |
| * How much do they know about your topic? * How much you need to explain key concepts? * How will they be feeling? * What is their cultural background? * Why are they there? * What do they want out of your presentation? * Are they there to learn from you, or to challenge your ideas? * Do they already have strong ideas about your topic that you will be challenging? |  |

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| What format will your presentation use? | |
| * Will you include audience participation? * Will there be activities? * Will you be telling a story? * What other mean of communicating your message will you use? |  |

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| What are your key messages? | |
| * What are you going to say? * What key concepts will you be explaining? |  |

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| Presentation outline | |
| * What are your main points? * What order will your main points follow? * What supporting information will you use? * What will your introduction be? * What will be your conclusion? |  |

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| Visual aids | |
| * What visual aids will you use/ create? |  |