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| Purpose: [ ] Informative [ ] Educational [ ] Persuasive [ ] Goodwill [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Audience:  Location:  Date and Time: | | |
| Content | Layout | Visual Element(s) |
| Title Slide |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Introduction (Key Points, Quote, Image, Other) |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Key Point #1 |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Key Point #2 |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Key Point #3 |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Key Point #4 |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |
| Summary (Restatement of Key Points, Quote, Other) |  | ⭘ Shapes ⭘ Chart  ⭘ Table ⭘ WordArt  ⭘ Picture ⭘ Movie  ⭘ Clip Art ⭘ Sound  ⭘ SmartArt ⭘ \_\_\_\_\_\_\_\_\_  *Description:* |