

# Presentation Outline Worksheet

## Introduction

**Attention-grabber.** Based on what I know about my primary audience, what will get his/her/their attention (and also relate to topic and situation)?

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**Purpose.** As a result of this message, what do I want my audience to do?

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Are there any reasons I should be indirect with the purpose of this message (including cultural considerations)? If so, how should I temper my expressed goals?

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**Agenda.** How am I going to accomplish my objectives: that is, what is my agenda for delivering the message?

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**Benefit** for audience. What's in it for them, specifically and personally?

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# **Presentation Outline Worksheet**

## *Continued...*

### **Body**

Point One: \_\_\_\_\_

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Support material (such as statistics or examples):

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Point Two: \_\_\_\_\_

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Support material (such as statistics or examples):

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Point Three: \_\_\_\_\_

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Support material (such as statistics or examples):

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# Presentation Outline Worksheet

## *Continued...*

### Closing

**Summary.** Exactly what do I want my audience to remember (the essence of my main points)?

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**Specific action.** Exactly what do I want my audience to do?

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**Strong final statement.** What is the last thought I want them to leave with them?

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