

Presentation Worksheet

Date _____

Draft number _____

Presentation _____

Key objectives

1. _____
2. _____
3. _____
4. _____

Audience _____

Audience benefits and/or expectations

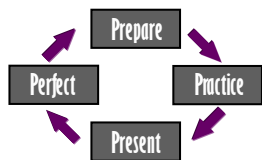
1. _____
2. _____
3. _____
4. _____

Core messages (overlap of objectives and benefits)

1. _____
2. _____
3. _____

Audience action after presentation

1. _____
2. _____



Presentation Script

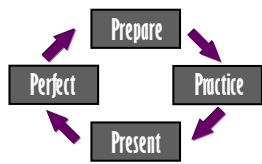
Page ____ of ____

Date _____

Title _____ Draft number _____

Notes on presentation _____

Visual Concept	Discussion Points



Presenter Feedback

Date _____

Presenter _____

Commentator _____

Topic or Title of Presentation _____

Presenter Focus Items	Feedback and Improvement Opportunities
Opening	
<input type="checkbox"/> Opening comments	
<input type="checkbox"/> Goals/outline	
Voice – Body Language	
<input type="checkbox"/> Audible/clear	
<input type="checkbox"/> Tone and inflection	
<input type="checkbox"/> Relaxed/open stance	
<input type="checkbox"/> Gestures for accent	
<input type="checkbox"/> Moves comfortably	
<input type="checkbox"/> Eye contact	
<input type="checkbox"/> Distractions	
Group Interaction	
<input type="checkbox"/> Engage audience	
<input type="checkbox"/> Handles questions	
<input type="checkbox"/> Reads audience	
Design	
<input type="checkbox"/> Structure/flow	
<input type="checkbox"/> Key point(s)	
<input type="checkbox"/> Focus on topic	
<input type="checkbox"/> Use of time	
<input type="checkbox"/> Transitions	
Visuals	
<input type="checkbox"/> Support comments	
<input type="checkbox"/> Design	
<input type="checkbox"/> Effectiveness	
Closing	
<input type="checkbox"/> Meaningful	
<input type="checkbox"/> Call for action	
<input type="checkbox"/> Solicit audience	
<input type="checkbox"/> End on time	