

Presentation Chart

Who is your target audience? How will that change your message?

What information do you need to share? Summarize the most important points in a few sentences, thinking about the information you want your audience to take from your presentation. How will you organize your ideas?

What will you say first to capture their attention? How will you support your ideas and message with facts or evidence? How will you end your message for your target audience? How will you connect to your target audience?

How will you persuade your target audience that your message is important?