

# PRESENTATION PLANNING WORKSHEET

## INFORMATIVE

### Central Theme:

Consider: Purpose,  
Audience, and  
Logistics (PAL™)

### Main Point:

Supporting Data:

Transition 

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Supporting Data:

Transition 

### Main Point:

Supporting Data:

\*Introduction

Grabber:

W.I.I.F.T.?::

Source Credibility (optional):

Preview:

\*\*Conclusion

Review:

Q&A:

Memorable Statement/Appeal to Action:

\*10-15% of presentation  
\*\*5-10% of presentation