

PRESENTATION PLANNING WORKSHEET

INFORMATIVE

Central Theme:

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

Main Point:

Main Point:

Main Point:

Supporting Data:

Supporting Data:

Supporting Data:

Transition 

Transition 

*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