

Appendix B

PRESENTATION PLANNING SHEET (to help me "Capture the Moment")

Step #1: Who's the audience? _____

Step #2: What's my purpose? _____

Step #3: What do I want the audience to do?

Buy____ Believe____ Change mind____ Approve____

Know__ Be convinced__ Understand__ Recommend__

Step #4: What's the time frame? Time allotted____ Time needed (add #5, #6, #7, #8, #9)

Step #6: Purpose or objective:

Time needed? _____

Grabber or statement of objective

Step #7: Tie to audience:

Time needed? _____

Why important to audience

Step #8: Body:

Time needed? _____

Point #1 with example, story, or for instance

Time needed? _____

Point #2 with example, story, or for instance

Time needed? _____

Point #3 with example, story, or for instance

Step #9: Recap:

Time needed? _____

Summarize points made

Step #5: Conclusion:

Time needed? _____

Drive closing home