

Title



Presentation Planning Workshop



Introduction: Attention Grabber- interesting fact, story, poem, joke or ask a question

Tell what you will talk about:

Body: (Main Points)- take some time to develop each of the main points:

- ◆

- ◆

- ◆

- ◆

Conclusion: tell what you told

Summary of points

References- where you got your information

Attention Leaver: appeal for action, humorous remark, or thoughtful question. Make the audience remember you.

At the end, ask if there are any questions. Don't forget to repeat the question- "The question was..."