

Presentation Activity Worksheet

Plan the Presentation:

Presentation topic:

Occasion/event and goal:

Audience (size, makeup, characteristics):

How will the characteristics or needs of your audience impact the content of your presentation?

How will the characteristics or needs of your audience impact your delivery?

Logistics:

- Room size
- Available equipment
- Other speakers
- Time constraints

Develop the Presentation:

Type of presentation:

Informational

Motivational

Combination

Outline the presentation, including key points for the introduction, key messages, and sequence of ideas.

Presentation Activity Worksheet (Continued)

Develop the Presentation:

What information, research, or experts are needed to support your message?

Write the Presentation:

Develop the introduction, discussion, and conclusion.

Get Ready To Deliver the Presentation:

- Practice delivering the presentation aloud, using a mirror if possible.
- Record your practice sessions, critically review your performance, and identify needed improvements.
- Use personal strategies to control your nerves, as needed.
- Continue practicing!

Deliver Your Presentation:

Ask a friend or colleague to observe your presentation and provide feedback using the provided checklist.

Identify Strategies for Improving Your Presentation Skills:

After your presentation, review the observer's feedback and summarize below:

Strengths:

Areas for Improvement:

Presentation Activity Worksheet (Continued)

Identify Strategies for Improving Your Presentation Skills:

Strategies for Improving Presentation Skills: