

Presentation Planning Sheet

1. What is the title of your presentation? Consider: What message do you want/need to deliver?
2. What are your overall goals?
To inform ____ To persuade ____ To entertain ____ Other ____
3. Who is the audience?
4. Following the presentation, the main thing the audience should know is:
5. Following the presentation, the audience should feel the emotion(s) of:
6. Following the presentation, the audience should be prepared to take the following action(s):

MY ASSESSMENT OF THE AUDIENCE IS:

7. The audience will consist of the following people:
8. The number of people in the audience should be approximately ____ people
9. The audience needs/wants the information because:
10. The audience has the following special needs or concerns:
11. The audience's knowledge of the topic is:
high ____ low ____
mixed ____ unknown ____

SO I WILL:

- 7.
- 8.
- 9.
- 10.
- 11.

**PROFESSIONAL
DEVELOPMENT**

PUBLIC SCHOOLS OF NORTH CAROLINA

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MY ASSESSMENT OF THE AUDIENCE IS:

SO I WILL:

12. The audience's willingness to accept the ideas I present is:

high ____ low ____
mixed ____ unknown ____

13. One thing I know about the audience that may help me identify with them is:

14. The audience's opinion of me as a speaker is:

high ____ low ____
mixed ____ unknown ____
doesn't matter ____

15. One thing about me that may affect the audience is:

16. An example of a style, approach or supporting argument that will not appeal to this audience is:

17. An example of a style, approach or supporting argument that will appeal to this audience is:

18. The principle decision maker in the audience will be:

- The decision maker is concerned about:
- The decision maker wants to know:

19. I want to accept questions from the audience:

anytime ____ after sections ____
at the end ____ orally ____
written ____

12.

13.

14.

15.

16.

17.

18.

19.