



Webinar Worksheet: Speak Like a Pro in 2020

Build a structure for your presentation

Background Preparation

Purpose

What is the purpose of my presentation?

Goal

What is my goal?

Audience analysis

What do I know about my audience? (Background, expectations)

Logistics

How much time do I have? What do I know about the venue, audio visual equipment? etc.

Introduction

How will I “hook” the audience (get their attention)?

What is my opening statement?

Body

What are my three key points?

What interest factors will I use to support my key points? (Quotes, statistics, pictures, stories, examples)

What are my transitions?

Closing

What is my closing statement?

What is my call to action? (If a persuasive presentation)

Other

What visual aids are best for this presentation?

Q & A

What questions do I anticipate?

How will I manage questions (Hold to end or as they arise?)