CHAPTER 6

Build the Body of Your Presentation Worksheet

Choose your main points, support them with facts and examples, and put them in an order the audience can follow.

What do I want this audience to understand or do?

Choose your main points

Use the spaces you need. Add another sheet if your presentation needs more main points.

Main point 1 - Write a complete sentence.

Main point 2 - Write a complete sentence.

Main point 3 - Write a complete sentence.

Why should the audience hear these points in this order?

What should people remember or do at the end?

Total time _____ Opening _____ Body _____ Close _____

Say the main points aloud without slides. Ask someone to listen and explain what they understood.

Request a presentation review for help choosing and explaining your main points.

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BUILD THE BODY OF YOUR PRESENTATION WORKSHEET CONTINUED

Prepare One Main Point

Use one copy for each main point. State the point first, then choose the facts and examples people need to understand it.

Main point number _____ Time available _____

State the main point in one complete sentence.

What supporting information will help explain this main point—for example, a fact, story, demonstration, or completed sample?

Why does this point matter to this audience?

How does the next section relate to this one?

Which supporting information must I keep if time is shortened?

After listening, what did the person understand?

Practice explaining the point aloud. If the listener missed the point, change the explanation or try another example.

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