

NAME \_\_\_\_\_

**PUBLIC PRESENTATION PLANNING WORKSHEET**

I will do my presentation on:

Topic: \_\_\_\_\_

A good title for it would be:

Title: \_\_\_\_\_

**INTRODUCTION**

Includes: \_\_\_\_\_

\_\_\_\_\_

**BODY**

Key points you want to present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUMMARY**

Review main points: \_\_\_\_\_

\_\_\_\_\_

Any questions? \_\_\_\_\_

\_\_\_\_\_

Source of information: \_\_\_\_\_

Closing: \_\_\_\_\_

\_\_\_\_\_