

Preparing Your Talk: a Checklist and Worksheet

Student _____ Assignment: _____

Date: _____

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Specific Purpose in One Short Statement ("To....")	"To...."
Your Central Idea or Main Point in One Sentence	
Your Audience <u>Consider:</u> What are the most important characteristics of your audience? Are they expecting anything specific from this presentation? What's their general attitude toward or experience with this topic or issue? What do they know or assume your subject or you?	
Your Goal What do <u>you</u> want your audience to do, think, feel, or understand as a result of hearing your talk? What's a realistic goal for this situation?	"I want them to....."
Key Message Why should your audience care? What's the benefit of gaining this information or doing what you advocate? What's in it for them?	

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<p>Background Does your audience need any particular background information to understand your talk or will you be including that information in the BODY of your talk? Indicate here any important background information (which could include information about yourself)</p>	

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<p>Body of Your Talk List at least 3 major points that expand on your Central Idea and support your Key Message. These might include examples, facts or propositions. Express them as short, complete sentences. This is the platform for your next step—the Outline.</p>	
<p>Opening/"Grabber" A statement to arouse interest (perhaps a statistic, a quote, a brief anecdote, a rhetorical or real question to stimulate discussion....)</p>	
<p>Closing A "Call to Action" consistent with your Key Message. Maybe another quote or anecdote to drive home the message.</p>	
<p>Q and A What questions should you be ready for? What questions might make you uncomfortable but that you should be prepared for? What questions do you hope your audience might ask you or that you might want to ask them? (NOTE: simply listing questions can be a good way to start your own brainstorming.)</p>	

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<p>Visual Aids</p> <p>What visual aids might enhance or dramatize your message?</p>	
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