

Presentation Worksheet

Use this worksheet to help you begin preparing for your next presentation.

SECTION 1: LOGISTICAL DETAILS

TITLE:

Date and time:

Length of presentation (Allow 5-10 minutes for questions):

Location:

Audience:

Format (keynote, panel, conference, workshop, library instruction):

What is the purpose of the presentation?

(Ex., presenting your research, teaching a class, or as part of a job interview)

What methods will you use (speech, slides, video, hands-on activities)?

What are your equipment/software needs (projector, computer, whiteboard, etc.)? Do you need to bring your own?

SECTION 2: ASSESSING AUDIENCE NEEDS

1. Who will be in the audience (students, faculty, colleagues, community leaders, etc.)?
2. What is the audience's level of prior knowledge with the subject of your presentation (are they novices or experts)?
3. Why is the audience attending your presentation? *What do they want to know?*

Section 3: Determining Your Goals

- A. Describe the topic of your presentation.
- B. In **one** sentence, write your response to this question:
What do you want your audience to know/think/do about your topic at the end of your presentation?
- C. Using your responses above, list three to five (3-5) **important** points for the audience to remember.
Note: Do not overload the audience! For 10 - 30-minute presentations, present no more than three points; five maximum for a one-hour presentation.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

Congratulations! You have completed the first step towards an effective, learner-centered presentation! Use the information you have gathered here to help keep you focused as you prepare.

For more information on using this worksheet, see Chapter 5, "Getting started," pp. 53-59 in [Presentations for Librarians: A Complete Guide to Creating Effective, Learner-Centred Presentations](#), by Lee Andrew Hilyer, Chandos Publishing, 2007. ISBN: 1-84334-303-7.

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