

Presentation Structure Planner

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the purpose

Presentation topic

Intended takeaway

Format requirement

Available duration

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Build the sequence

Opening idea

Main point one

Main point two

Closing idea

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Support the points

Evidence source

Concrete example

Diagram needed

Term to explain

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Prepare the draft

Slide or page list

Missing material

Transition to write

Next draft action