|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Student No.:** |  | **Tutor Group:** |  |

**Presentations**

**Optional Activity – Planning Your Presentation**

Use the sections below as you work through the Presentations course to help you plan your presentation. You can re-use this worksheet as often as you like and upload a copy for your records if you wish to work towards the Godalming College Commendation in Study Skills.

**Topic**

**What type of talk am I going to make?** (tick all that apply)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructional** | **Informative / Descriptive** | **Persuasive** | **2 (or more) sided argument** | **Other (state below)** |
|  |  |  |  |  |

Notes:

**What is the title of my talk?**

Notes:

**How much time will I have to talk?**

Notes:

**Will I need to answer questions afterwards?**

**Is this included in my presentation time, or additional?**

Notes:

**Audience**

**Who will be listening to my talk?**

Notes:

**Will they be familiar with the topic?**

Notes:

**Do I need to explain all, some or none of the terminology I will be using?**

Notes:

**How many people am I likely to be speaking to? (e.g. approx. 100, whole class, three people, etc.)**

Notes:

**Have I checked if any of my audience have special requirements?**

Notes:

**Should I use a formal or informal tone in my presentation?**

Notes:

**Planning**

**What will the room be like?**

Notes:

**Where will I stand?**

Notes:

**How will the seating be arranged? Will I need to change this?**

Notes:

**What kind of equipment will I need? Will it be available, or will I have to pre-arrange it or bring it with me?**

Notes:

**Do I need or want to provide handouts or notes?**

Notes:

**Do I need to advertise my talk beforehand?**

Notes:

**Planning the content**

**Have I made a plan of the content?**

Notes:

**Have I narrowed down my content to the most important points?**

Notes:

**Do I need any graphics or charts to demonstrate my points?**

Notes:

**Have I remembered to keep a note of the original details of any images I’ve borrowed from the internet to avoid plagiarism?**

Notes:

**Have I been repetitive?**

Notes:

**Have I included all the background information and explanations of terminology that my audience may need to know?**

Notes:

**Have I checked that my presentation will fit into the available time?**

Notes:

**Will I use separate notes, or rely on checking the presentation slides?**

Notes:

**Have I drafted my notes (not as a script!)?**

Notes

**Creating the final presentation**

**Have I created the final presentation?**

Notes:

**Have I checked that all my points flow clearly from one to the other?**

Notes:

**Have I included relevant graphics?**

Notes:

**Have I run a spellcheck and proofread through my presentation?**

Notes:

**Are my notes cards (if using) ready clearly numbered or sorted?**

Notes:

**Have I run through my presentation and notes to make sure they match, and that they can be completed in the available time?**

Notes:

**Dealing with anxiety**

**Am I familiar with my topic?**

Notes:

**Have I checked through my presentation and notes and practised a few times?**

Notes:

**Have I made sure that all the equipment I will need will definitely be available?**

Notes:

**After the presentation**

**What do I think went well?**

Notes:

**What do I think didn’t go well?**

Notes:

**What kind of feedback have I had from the audience?**

Notes:

**Were there any questions I couldn’t answer? Do I need to get back to anyone?**

Notes:

**What might I do differently next time? What will I keep the same?**

Notes: