

## **Presentation Planner**

You might want to use this template to make sure that you have considered the key aspects when preparing your oral presentation.

| Topic:                   |  |  |
|--------------------------|--|--|
| Aims & Objectives:       |  |  |
| <u>Audience:</u>         |  |  |
| <u>Duration:</u>         |  |  |
| Visual Aids / Equipment: |  |  |
|                          |  |  |
| Broad Structure:         |  |  |
| The beginning:           |  |  |
|                          |  |  |
| The middle:              |  |  |
|                          |  |  |
| The end:                 |  |  |