

Exercise (8)

Use this questionnaire to determine the direction of your presentation:

1. What is my goal in this presentation?
 - 1). Inform my audience (go to question 2)
 - 2). Persuade my audience (go to question 3)
 - 3) Teach my audience some skill (go to question 4)
 - 4) Commemorate a special event (go to question 5)
2. What facts do I want them to know? What will I need (visual aids, etc.) to convey those facts?
3. What opinion do I want to prove? What points of evidence will I provide? How will that evidence prove my thesis?
4. How exactly is this skill performed or learned?
5. What steps are taken to accomplish it? What visual aids will I need to teach those steps?
6. Who or what is the reason my audience will be gathering? What facts do I want to discuss concerning that person or event? What anecdotes will I include? What research is needed? What information do I not know?