

ORAL PRESENTATION FORMAT SHEET

Name _____ Subject _____

Introduction (Tell them what you are going to tell them)

Attention Getter (Gain the classes' undivided attention)

Ask a question / A quick anecdote / Use a demonstration (balloon pop, soda fizz, etc)

Need to Know (This is your chance to motivate your audience to listen)

Need to Know contains **TWO** elements

1. Statement of Fact (why the subject?)
 2. Benefit for Listening
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Objective (tell the audience what physical action they will be able to perform immediately after listening to your presentation – make sure this is a measurable objective)

BTEOTLYWBAT

Main Points (The headings of the main topics covered in the body of your presentation)

1. _____
2. _____
3. _____
4. _____
5. _____

Conclusion or Summary (Tell them what you told them)

Restate your main points along with emphasizing the important "Key Points" you want them to remember

1. Main Point _____ 1. Key Point _____

2. Main Point _____ 2. Key Point _____

3. Main Point _____ 3. Key Point _____

4. Main Point _____ 4. Key Point _____

5. Main Point _____ 5. Key Point _____
