Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Individual Presentation Planner**

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| C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif | **Presentation Planning Tasks** | | |
| **STEP**  **1** | Write your speech using your Grant Project Research Notes and Group Presentation Planner. In your portion of the presentation, be sure to:  \_\_Introduce your portion of the speech in an engaging way (Think of your persuasive techniques)  \_\_Us the Group Presentation Planner to explain the portion of the speech you were assigned (problem/solution). Don’t forget to clearly explain your FEES and be persuasive!  \_\_If you use a video, picture, chart, or graph to support your FEES, be sure to explain it.  \_\_Close your portion of the speech | | |
| **STEP**  **2** | Now that you’ve written your speech, plan the words that will appear on the screen while you are presenting. These should be bulleted—not paragraphs. Think of the most important parts of what you are saying and put those parts into shortened phrases. | | |
| Slide 1 Heading: | Slide 2 Heading: | Slide 3 Heading: |
| Text: | Text: | Text: |
| **STEP**  **3** | Find images, videos, or other graphics (chart, map, flow chart) to include with your presentation. You can sketch it, record the link or saved file name below. Note: As a group, you may only have ONE video; it should be brief (1-2 minutes). Coordinate with group members to decide which video is best and when to include it in your presentation. | | |
| Graphic #1 | Graphic #2 | Graphic #3 |
| **STEP**  **4** | Write out your portion of the speech on note cards, including points at which you will stop to discuss any graphics used—you must explain pictures, charts, videos or other graphics—they cannot stand alone. | | |
| Example: | | |

Part of the Speech I’m planning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_