

Planning Sheet

The main presentation should be approx. 5 minutes

Requires an effective, refined script/ notecards and be well practiced

Title	Think of a descriptive title. Be creative if it fits.
Speaker	Your name/s here
Purpose	What is the purpose or intention behind your presentation? What do you want the audience to take away from your talk? Why is it important for your audience to hear this talk? Why are you passionate about this topic?
Hook opening	Something interesting/funny/special that makes us want to listen to the rest of your talk.
ETHOS	Why are you an expert in this topic? How will it help us to know these things?
PATHOS	What emotions should you evoke in us to make us care?
LOGOS	What data can you show us? Examples? Testimonial? What reasoning, evidence, facts exist about this subject?
Motivation	Talk about your purpose or what the audience should learn from your project. Inspire your audience with your passion and excitement about this topic.
Conclusion	Include a meaningful "take-away"/reflection for the audience.
Visual	What do you want behind you? You will have access to a computer and large screen if you wish.