
SOA: Objective Writing Worksheet

Use this worksheet to write your presentation objectives. See *Creating Content Meeting Workbook* on the Volunteer Resource web page for additional details.

Worksheet 3: Writing your Objectives			
Directions: Write your objectives in the area below. Use the questions below to determine if you've written a good objective.			
Objectives: After attending this presentation, participants will be able to: <ul style="list-style-type: none">•••			
Do your objectives meet the following criteria?	Yes	No	
Are your objectives easy to understand?			
Do they start with action verbs (Identify, list, state, describe, explain, show, etc)?			
Do they state only one result to be accomplished? (Note: "Identify <u>and</u> list the following information..." is not one result).			
Do they state a result that can be measured and verified? (Note: 'Understand' or 'know' cannot be measured. You need to start with the action that will be used to demonstrate that participants understand and know.)			
Are your objectives realistic? (Note: Is the result attainable for participants?)			
Are your objectives thorough or are you missing any intermediate objectives? (Note: Objectives generally start by identifying the most basic information you will need to understand or perform and then build on that in sequential steps.)			
Make revisions to your objectives if you answered NO to any of the questions.			