

# SOA: Presentation Outline Worksheet

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

<b>Worksheet 4: Creating a Presentation Outline</b>				
<b>Directions:</b> Fill in the areas below to create your outline. Sample information for the Introduction section is included for your benefit.				
Section	Objectives After completing this section, participants will be able to:	Key Points	Supporting Graphics/Examples	Supporting Activities/Interactions
Introduction	Describe presentation content and logistics	Introductions Presentation goal and objectives Presentation format and timing	Opening with practical story about subject. PowerPoint with key points used to present information.	Participants listen