

## Delivering Effective Presentations Worksheet

**Audience:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Attention** – Strong opening statement. “Hook” them – grab their attention!

**Problem or Situation** - One major point with one example, story, or statistic.

**Solution**

**Visualization** - Answers the question in the audience’s mind: what’s in it for me?

**Action** - What do you want them to do?