



Step-by-Step Presentation Template for Educators

Developing Your Quality Content

Determine the main ideas and concepts behind your presentation topic. Create a list of 3 “Why” questions and 3 “How” questions that you want to answer for your audience. Then, narrow your answers down to the singular main idea based off of the questions you wrote.

Presentation Topic: _____

WHY?

1. _____
2. _____
3. _____

HOW?

1. _____
2. _____
3. _____

The Main Idea: _____

What are the 3 main takeaways you want your audience to remember?

1. _____
2. _____
3. _____

For more complex ideas, how could you use the power of storytelling and/or metaphor to convey your main message? List out potential stories and comparisons you could include to communicate information to your audience.

Creating Your Impactful Design

What are the top three adjectives that come to mind when thinking about your presentation?

- 1. _____
- 2. _____
- 3. _____

List out ideas for how to incorporate photography or imagery instead of text:

What opportunities for animation, illustration, and iconography incorporation exist with your content?

| ANIMATION | ILLUSTRATION | ICONOGRAPHY |
|-----------|--------------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Practicing Your Unforgettable Delivery

What do you want your audience to do after the presentation?

Create a call to action: _____

How long do your presentations typically last? Schedule breaks at each 10 minute mark.

How could you engage your audience through activities and discussion sessions?
Formulate 3 different interactive elements (i.e. polls, Q&A, hands-on exercises, etc.) you could insert into your presentation.

1. _____

2. _____

3. _____
