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| <p><b>Audience</b> (Define your audience)</p> <p>Gender<br/>Age<br/>Culture / Nationality(ies)<br/>Student/Working/Retired</p>   | <p><b>Outcome</b> (What is the objective of your speech)</p> <p>What do I want to achieve?<br/>What does my client want to achieve?<br/>What do my audience want to achieve?</p> <p>What should they be able to do after your speech and what should they have learnt.</p> | <p><b>Key Points</b> (What is the objective of your speech)</p> <p>Write down the key points required to achieve objectives<br/>What do they need to achieve those objectives<br/>How long will it take</p>  |
| <p><b>Action Points</b> (What should they do)</p> <ul style="list-style-type: none"> <li>• Before your speech (Read material, download, prepare something, bring something along.</li> <li>• During your speech (Take notes, listen, watch)</li> <li>• After your speech (Practice, download, send you completed worksheet.</li> </ul> | <p><b>Engage The Audience</b> (How will I engage the audience)</p> <ul style="list-style-type: none"> <li>• Video, Workshop, music, humour</li> <li>• Opening and Closing remarks</li> <li>• Quotes</li> <li>• What I have achieved</li> </ul>                             | <p><b>Resources</b> (what do I require to complete this presentation)</p> <ul style="list-style-type: none"> <li>• Audio/Visual</li> <li>• Whiteboard / Flipchart</li> <li>• Pen / Paper</li> <li>• Laptop, pointer, cables, power and extension cord</li> <li>• VGA / HDMI cable</li> </ul> <p><b>Others</b> (What do I need to get there)</p> <p>Transport / Parking<br/>Accommodation / Hotel<br/>Ask Dress code<br/>Presentation Time &amp; Slot (F)</p> <p><b>Remember</b></p> <p>Request Videos / Photos<br/>Request / Record Testimonials<br/>Request Connection via SM</p> |