

Presentation Plan

Presenter: _____ Date: _____ Location: _____

Target Audience (Subject/Grade Level): _____

Title: _____

Objective: _____

Planning Checklist

Activities/Groupings

- ___ Direct Instruction
- ___ Small Groups
- ___ Pairs
- ___ Individual
- ___ Other

Visual Aids

- ___ Slide Show
- ___ Overhead Transparency
- ___ Flip Chart
- ___ Other

Handouts

- ___ Slide Show Handout
- ___ Outline
- ___ Worksheet
- ___ Quotation
- ___ Contact Information
- ___ Other

Key Points

Materials and Technology Needed

Lesson Sequence (including activities and time needed to accomplish each)

2-3 min 1. Introduction

2.

3.

4.

5.

6.

7.

8.

9.

2-3 min 10. Conclusion

Reflections: