Name _____ Date _____

Presentation Planner

Plan a report or an opinion to give out loud, in a logical order.

Topic

Who is listening?

Circle one: Classmates Adults Younger kids

Opening *a question, a fact or a story to start*

1 Main point

2 Main point

3 Main point

Picture or object to show

Closing *sum up, and what you want listeners to remember*

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Speaking Note Cards

Write key words, not sentences. Hold the cards as you speak.

1 Opening

Hook your listeners, then name your topic or opinion.

2 Point 1

The point, then a fact, example or reason that backs it up.

3 Point 2

The point, then a fact, example or reason that backs it up.

4 Point 3

The point, then a fact, example or reason that backs it up.

5 Closing

Sum up your points and end with a strong last line.

6 Questions

Questions listeners might ask, and your answers.

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Name _____ Date _____

Listening for Reasons

Listen to a speaker. Write the reasons and the evidence for each.

Speaker

_____

Topic

_____

The speaker's main point

_____

_____

Reason 1	Evidence

Reason 2	Evidence

Was each reason backed up?

Circle one: Yes Some Not yet

A question I would ask

_____

_____

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Name _____ Date _____

Summarize a Speaker

List the speaker's points and how each was supported. Then sum it up.

Speaker	Topic

1 Point	How it was supported

2 Point	How it was supported

3 Point	How it was supported

Summary the speaker's message in a few sentences

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Name _____ Date _____

Formal or Informal?

Say the same thing two ways: to a friend, and to an adult or a class.

1. Ask to borrow *a* book.
2. Tell why you were late.
3. Share your idea for *a* class project.

1

Informal: to a friend	Formal: to the principal

2

Informal: to a friend	Formal: to a teacher

3

Informal: to a friend	Formal: to the class

When should you use formal English? Give two times.

_____

_____

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Name _____ Date _____

Presentation Feedback

Check the speaker as you listen. Then give one strength and one next step.

What was said	Yes	Not yet
The opening caught my attention.	☐	☐
The points came in a logical order.	☐	☐
Each point had facts or examples.	☐	☐
The closing summed it up.	☐	☐

How it was said	Yes	Not yet
Eye contact with the listeners	☐	☐
Clear voice at a good pace	☐	☐
Formal language that fit the audience	☐	☐
A picture or object that helped	☐	☐

One strength and one next step

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