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| **Week 3 RESOURCES** | | | |
| *Preliminary Planning Worksheet* | | | |
| *Use this worksheet to help you plan the content of your presentation.* | | | |
| **Topic:** | | |  |
| **Requested by:** | | |  |
| **Objectives:** | | | |
| If your presentation is a success, what will the immediate results be? | | | |
|  | | | |
| **Main Messages:** | | | |
| What must the audience understand and remember from your presentation? | | | |
| **1.** |  | | |
| **2.** |  | | |
| **3.** |  | | |
| **4.** |  | | |
| **5.** |  | | |
| **Supporting Facts** | | | |
| What facts support your main messages? | | | |
| **Message 1** | |  | |
| **Message 2** | |  | |
| **Message 3** | |  | |
| **Message 4** | |  | |
| **Message 5** | |  | |
|  | | | |