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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** |  |
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