Planning Skills

1. Begin with a goal (what outcomes are you looking for?)

2. Determine your purpose

   P ____________
   I ____________
   E ____________

3. Follow a presentation plan

4. Get a quick laugh in your opening

5. End on a high note

6. Identify the ____________ to the audience
   (e.g. “Today I will share 25 tips that you can implement immediately.”)

7. Set a protocol for asking and answering questions

8. Consider the room design and size of ____________
9. Use visuals and color

10. Don’t __________ your speech (Use keynotes)

11. Summarize key points succinctly

12. Visualize __________

**Platform Skills**

13. Pause and ______________

14. Use eye contact around the group

15. Keep ______________ high

16. Move around

17. Interact with the audience

18. Add natural ___________
19. Use appropriate gestures

20. Speak in _______________ pitch

21. Vary your volume and pace

22. Avoid filler words and ________________

23. Practice in the mirror

24. Dress for success

25. Trust yourself and your ________________

Bonus: SMILE often
<table>
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<tr>
<th>Title/Topic</th>
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<td>Length of Time</td>
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<td>Transition to Topic</td>
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<td>Transition to Closing</td>
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