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Unit

WORKSHEET 7D

Presentation Preparation

Directions: Being prepared is an important key to success. Answer the following questions about preparing for a PowerPoint presentation. In the space provided, answer the following questions.

Know the Audience

- 1. Why is it important to make sure your presentation is age-appropriate?
- 2. Why is it important to know how much knowledge your audience has about the information you

will present? _____

Practice

3. Why is it important to make sure you know how to explain and pronounce everything in your

presentation?

4. Why is it important to practice giving the presentation?

Timing

5. Why is it important to know if your audience might be hungry?

6. Why is it important to know exactly how much time you have to complete your presentation?

Prepare Yourself

7. Why is it important to make sure your clothes are pressed, your hair is combed and groomed, and

you appear professional?