MAIN POINT WORKSHEET

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Develop the Main Points you need for a clear presentation.

PART ONE: COMPLETE THE FOCUS STATEMENT

Goal: After my presentation, the audience will:

Presentation Theme: ☐ Inform ☐ Persuade the audience

Category: The kind of Main Points you need
Examples: reasons, steps, benefits, changes, ways

PART TWO: BRAINSTORM AND ELIMINATE

BRAINSTORM
Brainstorm ideas that fit your Category.

ELIMINATE
Cross out ideas that do not fit the Category

PART THREE: DEVELOP THE MAIN POINTS

GROUP
Mark ideas that belong together with 1, 2, or 3.

Brainstorm here. Then cross out ideas that do not fit and mark the groups that remain.

USE THE GROUPS TO DEVELOP THE MAIN POINTS

Main Point 1: _____

Related ideas / possible support:

Main Point 2: _____

Related ideas / possible support:

Main Point 3: _____

Related ideas / possible support:

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