PRESENTATION ANALYSIS

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Use a few words or a short phrase.

PRELIMINARY GOAL
After my presentation, the audience will: _____

QUESTION	INFORMATION	SIGNIFICANCE
Read each question.	Write your answer briefly.	What does this mean for your presentation?
1. Who is my audience?		
2. What does this audience already know about my Topic?		
CENTRAL QUESTION **3. What does this audience want or need to know in order for me to reach my Goal?**		
4. What questions, concerns, or objections might this audience have?		
5. How much time do I have, and when am I speaking?		
6. What is the speaking situation, including my relationship to the audience and anything unusual I should be aware of?		

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