

# PowerPoint Planning Sheet

Names \_\_\_\_\_ Topic \_\_\_\_\_ Date \_\_\_\_\_

Members of our group:	
<b>Title</b> of our presentation:	
The <b>most important idea</b> we want our audience to get from our presentation is ...:	
Which group member will provide an <b>overview/preview</b> of our presentation during slide 1 or 2:	
An <b>attention grabber</b> we will use at the beginning of our presentation is:	
Which group member will provide a <b>recap/review</b> of our presentation during the last slide:	

Which group member will talk during slide number:

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

1. Select a layout. You will probably pick one of the three layouts pointed to by the arrows.

2. Use the boxes below to plan your first two pages using one of the layouts to the right.

*Hint: Your first page will probably be a title page with your title and name.*

**Title page**

**Title with bulleted list**

**Title with bulleted list and picture on left or right side**





