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**Tool 12-3**

**Presentation Design Form**

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Topic

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Date	Start Time and End Time	Event / Theme
Attendees	Location	Room Setup

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Purpose

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Audience Notes

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Main Points: The concepts I want to get across to my audience are

- 1.
- 2.
- 3.

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**Tool 12-3, continued**

**Presentation Design Form**

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Opening

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Point One

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Point Two

S

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Point Three

S

E

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Review and Restate

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***Tool 12-3, continued***

***Presentation Design Form***

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First Closing

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Question-and-Answer Period

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Second Closing

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