**Worksheet: Preparing the Symposium Presentation: Outline to Script**

**I. Defining Topic, Scope and Objective:**

**Broad Topic:** (What is your broad topic? e.g. ‘vegetarianism’):

**Narrow Topic:** How might you narrow this topic into something more manageable (e.g. ‘why people decide to become vegetarian’)? If you’re having trouble conceiving of this, it can sometimes be helpful to think of it as a combination of two topics, e.g. ‘vegetarianism + personal choice’).

**Objective:** What is the main thing you want your audience to know about this topic after they see your presentation? (e.g. ‘I want the audience to understand the pros and cons of choosing a vegetarian lifestyle’ or ‘I want the audience to learn about ways companies appeal to potential vegetarians):

**II. Identifying Information and Moving toward a General Structure:**

Next, think about broad categories of information you need to provide in order to get your main point across to the audience. What are the ‘big points’? And is there any background information they will need to know before you get to your points?

These questions will provide the general structure of your presentation: in what order do you need to present your background information and ‘big points’ so that they will make the most sense to your audience and lead most directly to the main point you want to get across?

For example:

**Title: The Pros and Cons of a Vegetarian Lifestyle**

Part One: What does ‘vegetarian’ mean? (background information)

Part Two: Vegetarianism as a spiritual choice (a look at how different religious practices have embraced or rejected vegetarianism)

Part Three: Vegetarianism as a healthy choice (health pros and cons)

Part Four: Vegetarianism as a lifestyle choice (effects on environment; pros and cons)

Note: This example uses three big points, plus some background information. Yours might vary, probably between two and five sections.

**Try creating a general outline for your presentation below:**

Presentation Title:

Part One:

Part Two:

Part Three:

Part Four:

Part Five:

Next Step: Go back to the section above and mark how many slides (of the 15 total) you think you’ll need to dedicate to each section. Spend a moment to think about what information you might dedicate to your introductory and concluding slide.

**Time Out: Research:** What facts do I need to support each of these sections? Where might I look to find them? Be as specific as you can be.

Facts for Part One:

Facts for Part Two:

Facts for Part Three:

Facts for Part Four:

Facts for Part Five:

**III. Engaging the Public Audience:**

Time Out: Engagement: What tools might I incorporate to engage the audience? Some examples might include:

1. Facts: knocking the audience out with careful and thorough research (facts are compelling. What kind of details, statistics, dates, names, etc. can you include?)

2. Great Writing: Concise, powerful writing that gets your points across in the fewest and most powerful words.

3. Visuals: finding powerful visuals that don’t just illustrate but add to the message of the text. (Think about varying visual content – of the fifteen slides, how many ways might you think of creating a visual impact – Think photograph, comic, drawing, original artwork, graph, text, chart....?)

4. Humor (works best if you’re funny)

5. Hook: Find a hook to make your topic relatable to your audience

6. Personal Narrative and/or Interviews to personalize your presentation

7. Surprise: Is there something you might add that we are not expecting that would add to the presentation? How might you incorporate some of your personal talents (acting, artwork, music, etc.) into the presentation?

Specific Tools I plan to incorporate:

**IV. Creating a final Outline**: Take the ideas from this worksheet and fill out the attached outline for your presentation.

**IV Outline to Script:** Once you have finished your final outline, you will be in great shape to start writing your script. Take the information and tools you’ve identified for each slide and turn each one into 50-65 words of your best prose. Your objective is to get the most punch from each of these segments, so make sure to choose words and facts that say exactly what you mean and eliminate any that don’t.

**Symposium Presentation Outline**

**Name of Presentation:**

**Objective:**

**Slide One**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Two**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Three**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Four**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Five**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Six**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Seven**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Eight**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Nine**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Ten**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Eleven**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Twelve**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Thirteen**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Fourteen**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)

**Slide Fifteen**

Script: Main Idea of this slide:

Script: Evidence/Information to Include (be specific – what dates, statistics, research, etc. might I include to back up the main idea of this slide?):

Script: Tools of Engagement:

Slide: Visual Content: (Think layout, variety, and choice – what visual element will best compliment the text that goes with this slide):

Citation: (to include on slides 16, 17, 18)