

Planning Worksheet

Informative

Central Theme:

Consider: Purpose, Audience, and Logistics (PAL™)

Main Point:

Supporting Data:

Main Point:

Supporting Data:

Main Point:

Supporting Data:

Transition
→

Transition
→

INTRODUCTION 10 - 15%

Grabber:

Source Credibility:

WIIFT?:

Preview:

CONCLUSION 5 - 10%

Review/Q&A:

Memorable Statement: