Educational presentation-planning template

A reusable planning sheet for UK education teams preparing an educational presentation.

Audience

Who will see this presentation? Note their age or stage, existing knowledge, context and any assumptions to check.

Purpose

What should the audience understand, decide or be able to do by the end?

Key message

If people remember one thing, what is it? How will you reinforce it?

Presentation planning template · continued

Plan the route through the ideas, the supporting visuals and the access needs to address.

Sequence

What is the opening, what ideas or examples follow, and how will the presentation close?

Visual choices

Which visual style will support your message? What visuals, such as diagrams, charts, images or worked examples, will you use, and where?

Accessibility

What access needs and considerations should this presentation address? Consider readable type and contrast, captions or transcripts, image descriptions, language, pace and alternative ways to engage.