

SILVER PREPARATION GRID

S STARTING	TOPIC & OBJECTIVE	REASON TO LISTEN	"ONE THING"
	DATE/TIME: TOPIC: OBJECTIVE:	WHAT WILL YOUR AUDIENCE GET FROM LISTENING TO YOU?	WHAT'S THE CENTRAL IDEA FOR THE AUDIENCE TO REMEMBER?
	OPENING	KEY POINTS	CLOSING / CALL TO ACTION
I ILLUSTRATING	HOW WILL YOU OPEN? STORY, FACT, OR CURRENT EVENT?	#1 #2 #3	HOW WILL YOU CLOSE? WHAT DO YOU WANT THE AUDIENCE TO DO?
	NOTES / OUTLINE	PRACTICING	REHEARSING
L LEARNING	REVIEW SLIDES AND DEVELOP NOTES. CREATE AN OUTLINE OF THE TALK DATE: TIME:	SCHEDULE TIME TO PRACTICE THE OPENING AND CLOSING PARTS OF YOUR TALK DATE: TIME:	SCHEDULE TIME TO REHEARSE FROM BEGINNING TO END MULTIPLE TIMES DATE: TIME:
	INTRODUCTION	DRESS	OPENING
V VAULTING	WHO IS INTRODUCING YOU AND WHAT ARE THEY SAYING? WHO: WHAT:	CONSIDER AUDIENCE, BACKDROP, AND FILMING CONSIDERATIONS:	FIRST WORDS COUNT. YOUR FIRST SIX WORDS ARE:
	KEY POINT #1	KEY POINT #2	KEY POINT #3
E EDUCATING	INSIGHT: STORY: EXERCISE:	INSIGHT: STORY: EXERCISE:	INSIGHT: STORY: EXERCISE:
	Q & C	CLOSING STORY	CALL TO ACTION
R REQUESTING	HOW WILL YOU HANDLE QUESTIONS & COMMENTS?	CLOSE WITH A STORY THAT TIES THE MAIN POINTS TOGETHER	THE FIRST SIX WORDS OF YOUR LAST SENTENCE ARE:

© 2020 STAN PHELPS AND ALAN HOFFLER

DOWNLOAD A COPY OF THIS GRID AT: <https://www.millswyck.com/silvergoldfishresources/>