

# Unit 7

## WORKSHEET 7D

### Presentation Preparation

**Directions:** Being prepared is an important key to success. Answer the following questions about preparing for a PowerPoint presentation. In the space provided, answer the following questions.

#### Know the Audience

1. Why is it important to make sure your presentation is age-appropriate? \_\_\_\_\_  
\_\_\_\_\_
2. Why is it important to know how much knowledge your audience has about the information you will present? \_\_\_\_\_  
\_\_\_\_\_

#### Practice

3. Why is it important to make sure you know how to explain and pronounce everything in your presentation? \_\_\_\_\_  
\_\_\_\_\_
4. Why is it important to practice giving the presentation? \_\_\_\_\_  
\_\_\_\_\_

#### Timing

5. Why is it important to know if your audience might be hungry? \_\_\_\_\_  
\_\_\_\_\_
6. Why is it important to know exactly how much time you have to complete your presentation? \_\_\_\_\_  
\_\_\_\_\_

#### Prepare Yourself

7. Why is it important to make sure your clothes are pressed, your hair is combed and groomed, and you appear professional? \_\_\_\_\_  
\_\_\_\_\_