



**PRESENTATION OPPORTUNITY  
GENERAL INFORMATION FORM**

**I. WHAT IS THE GOAL OF YOUR PRESENTATION?**

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**II. WHAT IS YOUR INTENTION?**

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**III. AUDIENCE ANALYSIS INFORMATION**

- ❖ Who are the listeners? .....
- ❖ Audience size? .....
- ❖ Average age of group? .....
- ❖ Male-female ratio? .....
- ❖ Attitude of audience? .....
- ❖ How informed is the audience? .....

**IV. LOGISTICAL INFORMATION**

- ❖ Facility .....
- ❖ Visual aid options .....
- ❖ Time allotted for presentation.....
- ❖ Who speaks before/after you .....

**V. WHAT IS THE BEST WAY TO CLOSE IN THIS SITUATION?**

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