



Share Your Knowledge

Supports Meeting 2, Activity 4, Choices 1 and 3

Use this checklist to help you prepare for a presentation to younger Girl Scouts or your community.

Presentation Topic: _____

Step 1: Research

- ☐ Gather information from credible sources such as books, articles, and websites.
- ☐ Take notes on key points, statistics, and quotes that support your topic.
- ☐ Organize your research materials for easy reference.
- ☐ Determine your audience. This will help you to target your presentation.

Step 2: Outline

- ☐ Create an outline that includes an introduction, main points, and conclusion.
- ☐ Structure your presentation to flow smoothly from one point to the next.
- ☐ Make sure each main point is supported by evidence and examples.

Step 3: Visual Aids

- ☐ Prepare visual aids such as slides, posters, or props to enhance your presentation.
- ☐ Practice with your visual aids to make sure they support your presentation well.

Step 4: Practice

- ☐ Rehearse your presentation to get familiar with the content and timing.
- ☐ Practice speaking clearly and confidently, and pay attention to your body language.
- ☐ Time your presentation to make sure it is the right length.

Step 5: Feedback

- ☐ Seek feedback from your troop, other friends, or family on your presentation.
- ☐ Ask for constructive criticism on areas such as clarity, organization, and delivery.
- ☐ Use feedback to make improvements and refine your presentation.

Step 6: Equipment Check

- ☐ Test any equipment you'll be using, such as a projector, microphone, or laptop.
- ☐ Make sure any audio or video files are working properly.
- ☐ Have backup plans in case of technical difficulties.

Step 7: Have Fun!

You are ready to roll. Be relaxed, be confident, and share your knowledge with the world.

Notes: _____
