

Sample Oral Presentation Timeline

Target Date	Task and “to do” list	Date completed
	Understand the assignment	
	Choose a topic	
	Assess resource requirements	
	Gather information	
	Determine your presentation style	
	Fill in outline	
	Revise & fill the gaps	
	Prepare visual aids	
	Prepare for possible questions from the audience	
	Read script for timing and edit to fit time constraints	
	Rehearse speech	
	Practice speech with technology (PowerPoint, or other)	
Due date	Practice relaxation strategies	