

Communication Planning Guide

In **20 minutes** each team of students will assess the results of their previous activity and plan how to communicate their findings to another team.

How:

As a team, use the **next page** to help you complete the following:

1. Consider who you are talking to; your friends who have done a similar activity or a wider audience who are not familiar with the topic.
2. Work together to create a short and simple way to describe what you did.
3. Explain why this activity is important, to you and to everyone else.
4. Plan a brief outline of your results – **try not to get bogged down in details**; you're looking for an overview with some main points highlighted.
5. Decide among yourselves who is going to present each piece of information.

Note:

- Remember that others don't know what you did or why you completed the activity so remember to provide context so that people can understand and relate to the information.
- You can present however you like so be creative. Think about how you would like to learn about the activity; could pictures or examples help and are jokes appropriate?



Communication Planning Worksheet

Use this template to plan your presentation

Who is your audience?	
How can you engage the audience?	
What did you do? <i>(Think about all the steps you completed and describe the important ones)</i>	
Why did you do it? <i>(Describe the bigger picture so that people can relate to why the activity is important)</i>	
What are the main points you want the audience to remember? <i>(Make sure that you restate the main point at the end so that people can remember)</i>	

This information can help you to create a good presentation in the below format:

What <i>(Describe the activity and context to tell a short story)</i>	
Why <i>(Describe why the activity is important. Is there a challenge to be addressed?)</i>	
How <i>(Describe how you addressed the challenge, what you found and what you propose as future actions, restating the main point)</i>	