Planning a presentation

- **Be clear about what you want to achieve.**
  Are you informing, persuading, or explaining?

- **Consider your audience.**
  What will interest them? What do they know already? Can you get them involved?

- **Research your topic.**
  Look for clear, concise information, examples and illustrations from reliable sources.

- **Organise your material.**
  What is a logical order? How much time can you spend on each point?

- **Make sure you know the venue.**
  What equipment is available? Do you know how to use it?

- **Find time to practise.**
  Get some feedback. Check your timing.

**Remember:** Having excellent, well researched content is vital for a good presentation.
Writing your presentation

Introduction

- How are you going to capture your audience’s attention?
  Can you ask a question, start with an interesting fact, or story?

- Make sure your purpose is clear
  (Today I will......)

- Give your audience an idea of what you’ll cover in your talk.
  Outline the structure (First I will... Then...)
Writing your presentation

Body

- Present your ideas in a logical order
- Be clear when you are moving to a new point
  (Next, ... Another issue ...)
- Emphasise key points
- Keep sentences simple and less formal than an essay
Writing your presentation

Conclusion

- Plan how you will end your talk
  Don’t let it just fade out.
- Sum up the main points
- Conclude clearly
  (In conclusion.... Finally.....)
- Ask the audience for questions.
Delivering your presentation

- **Talk to your audience.**
  Don’t read out a script: it’s boring! Use notes or cards with key words to remind you of key points.

- **Speak slowly and clearly**
  Speak more slowly than everyday conversation. Use pauses.

- **Make eye contact**
  Look at your audience, and don’t turn your back to them.

- **Use your body**
  Stand comfortably, use hand gestures and facial expressions.

- **Be aware of your audience’s reactions**
  Do you need to repeat something or explain further?
Sources

Material from the following has been adapted: