Structuring A Presentation

A Basic information

Title: ....

Duration: ....

Location: ....

Audience: ....

Communication tools: ....

➢Now relate this information to the group, exchange ideas and make any alterations you think necessary.

B Structuring your presentation.

➢Use the bullet points below to design the structure of your presentation.

Materials used (eg Powerpoint Slide #1)

INTRODUCTION	Duration: ....
■	....
■	....
■	....
■	....

MAIN BODY	Duration: ....
■	....
■	....
■	....
■	....
■	....
■	....

CONCLUSION	Duration: ....
■	....
■	....
■	....
■	....

QUESTION TIME – decide on your approach	Duration: ....
■	....

C Make some cue cards to help you deliver your presentation.