

# **PLANNING YOUR PRESENTATION**

# Planning

Define clearly:

**Why am I giving this talk?**

- State specific objectives;
- What is message/ what are the results?

**Who is in Audience?**

# Planning

- **Most Important Element  
(you/the talk/ the audience)**
- **Anticipate concerns and  
interests**
- **What are they there for?**

# Planning

**Define clearly:**

- Where the meeting to be held?
- When will the meeting be?
- **Morning/ After Lunch**

# Outlining Your Topic

**Produce an Outline to:**

- »Ensure a Solid Framework**
- »Ensure a Clear Direction**
- »Provide a Checklist**

# Planning –Review

- **Check your presentation for:**
- **Organization and Strategy**
- **Clear Objectives**
- **Sequence of Main Points**
- **Main Points Versus Time**
- **Duplication/Repetition**
- **Enough Evidence for Conclusions**

# **Key items to remember:**

- **-Adhere to your time limit**
- **-Do not read verbatim**
- **-Know the equipment you will be using**
- **-Do not block the view of the overhead screen while presenting**

# **Key items to remember:**

- **-Speak to your audience, not to your visuals**
- **-Speak slowly, clearly, and with enough volume for the entire audience to hear**
- **-Rehearse, Rehearse, Rehearse!**