

Planning your own presentation

Use the questions below to help you plan and structure an audience centred presentation.

Overall Aim

1. Is your aim to inform/education, motivate/inspire, highlight and solve a problem, gather opinions, or entertain? What will be different at the end of your speech? What will the audience know, understand, or do afterwards?

2. Looking at the above, now describe in one sentence the overall aim of your presentation?

Logistics

3. How long is the presentation expected to last?

4. What do you know about the venue?

10. Prioritise those things so that you have **no more than 3 - 5** sub-themes / messages
(use the content selection grid to make this clear for you)

What MUST be included?	What SHOULD be included?	What COULD be included?	What can I assume they will know?

Structure / Format

11. What format will you use for your presentation? (meaty sandwich, inverted pyramid, ambush) and why?

12. How will you open your presentation?

13. What ideas do you have for the middle section of your presentation? (What is the priority order for your sub-themes and how will you bring them up?).

14. How will you end the presentation? (Think about the last line you are going to say to make sure you close with panache!)