



How To Plan A Presentation

This is a guide for how to plan an effective 15 to 30 minute presentation. The key to any effective public speaking assignment is preparation and practice. A good plan and some rehearsal will also help alleviate nerves associated with talking in front of a group.

STEP 1: WHAT DO YOU WANT YOUR AUDIENCE TO KNOW OR BE ABLE TO DO AT THE CONCLUSION OF YOUR PRESENTATION?

- What are the major components of the assignment you are required to address?
- List the three most important points you want to communicate to your audience.

STEP 2: WHO IS YOUR AUDIENCE?

- Consider age, gender, background, experience, knowledge
- What perceptions, misconceptions, emotions, and preconceptions do they bring?
- How many people will you be addressing?

STEP 3: WHAT ARE YOUR LIMITATIONS?

- How much time do you have for the presentation?
- What facilities are available for demonstrations or simulation?
- What audiovisual or technology do you need?
- Are there any safety considerations?

STEP 4: WHAT IS THE BEST WAY TO COMMUNICATE YOUR MESSAGE?

- People learn best through experience, and the least by listening.
- Reinforce your points with visual aids.
- People remember what they experience (hear+see+touch+feel).
- Creativity provides an opportunity for a unique experience – be different!
- Plan time for questions from the audience.

STEP 5: FIRST IMPRESSIONS SET A STAGE FOR SUCCESS

- Test audiovisual, technology, and demonstrations before the presentation.
- Set YOUR stage the way you want it before you begin.
- Look the part you are playing... Dress for success!

MAKING YOUR PRESENTATION BY THE NUMBERS

1

INTRODUCTION

Name
Background
Experience

2

OVERVIEW

Introduce The Topic
What Are The Three Major Points
Describe What Your Audience Is Going To
Know Or Be Able To Do

3

PRESENTATION

Project Your Voice
Walk Around The Room
Use Good Voice Intonation
Answer Questions As They Arise

4

SUMMARIZE

Recap The Major Points Of The Presentation
Solicit Questions