

Planning a Presentation Stages

Instructions

Without looking below, put the cards that you are given into order by when you would probably do those things when planning a presentation. You will probably need to go back and look at each stage again during the process, so just put them in order of when you would probably first do those things. Some could be at the same time, in which case put them side by side. There are some things which you probably won't want to do which you should leave out of your list.

Cards to cut up/ Suggested answers

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| Brainstorm all the things that you could possibly put in your presentation |
| Research |
| Organise the presentation into sections |
| Think about what the audience will probably already know about the topic |
| Think about what the audience will probably want to know about the topic |
| Decide on a realistic and concrete aim |
| Edit your ideas down, choosing the best and crossing off the least good |
| Improve the topic, for example by narrowing down the focus |
| Write the body (just as notes, not a script) |
| Ask other people for feedback on your ideas |
| Decide what personal information you will give about yourself |
| Decide how you will hook the audience (= get and keep their interest) |
| Think about how you could connect personally with the audience |
| Write the introduction (perhaps as a script) |
| Write the ending (perhaps as a script) |
| Write the PowerPoint in note form (without full sentences) |
| Cut out as much of the PowerPoint as possible |

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| Spellcheck |
| Brainstorm questions that you are likely to get and prepare your answers |
| Ask someone to proofread your notes and PowerPoint |
| Check the pronunciation of difficult words |
| Think about and rehearse some suitable body language |
| Mark important pauses and stressed words on your notes/ script |
| Use a highlighter pen on your notes |
| Rehearse in front of a full-length mirror |
| Rehearse in front of colleagues |
| Rehearse in the same room as you will give the presentation in |
| Give your colleague some questions to ask you in case no one else does |

Maybe not needed/ Maybe not a good idea/ It depends

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| Record yourself giving your presentation |
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Probably not needed/ Probably not a good idea

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| Add a different background, animation and ClipArt to every PowerPoint slide |
| Change the font sizes, types and colours to add as much variety as possible |
| Mark the intonation on your script |
| Mark weak forms and linking between words on your script |
| Write the PowerPoint in full sentences |
| Write the body out as a script |