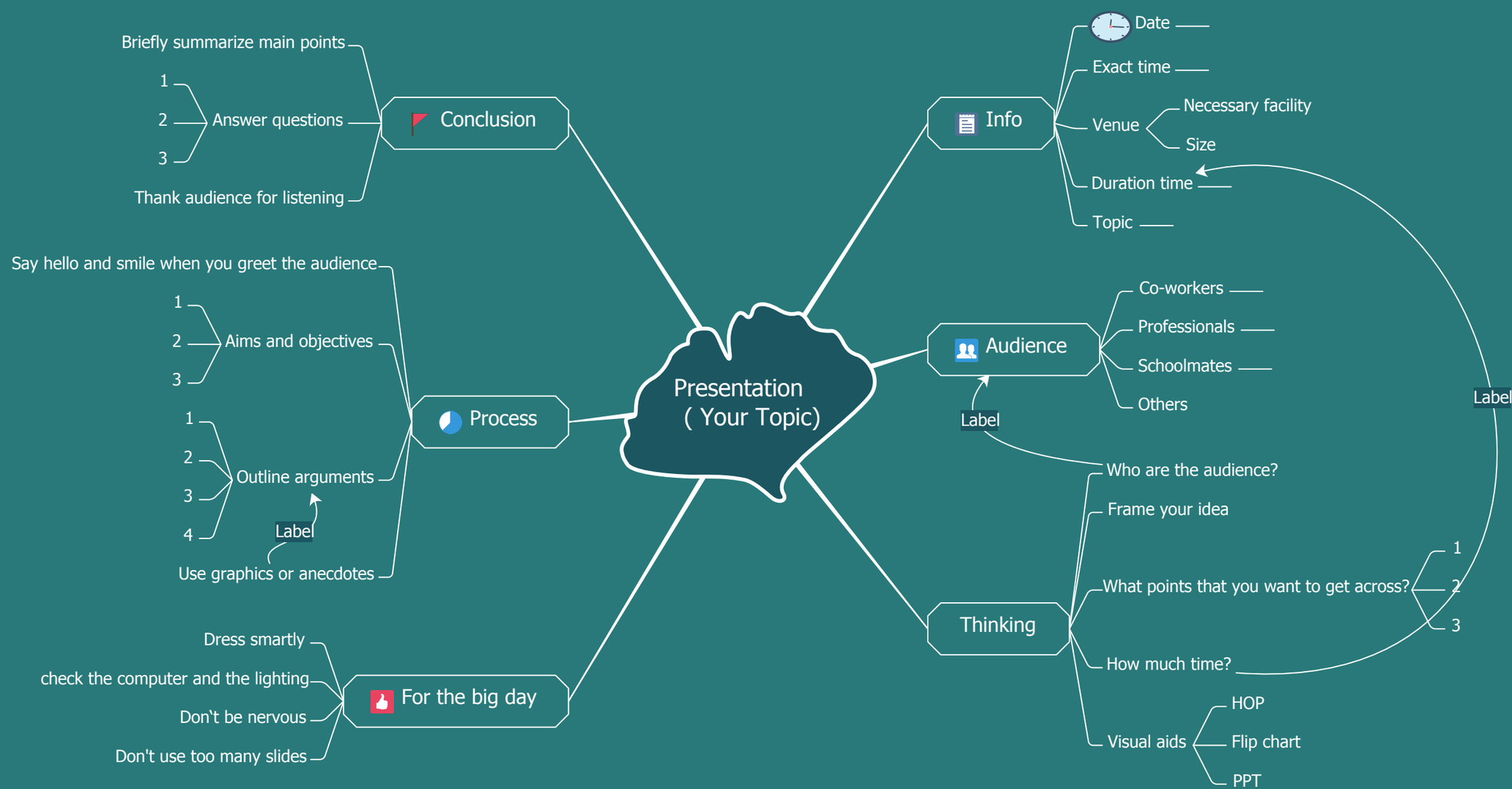
Presentation
(Your Topic)
Conclusion
Briefly summarize main points
Answer questions
1
2
3
Thank audience for listening
Process
Say hello and smile when you greet the audience
Aims and objectives
1
2
3
Outline arguments
1
2
3
4
Label
Use graphics or anecdotes
For the big day
Dress smartly
check the computer and the lighting
Don't be nervous
Don't use too many slides
Info
Date
Exact time
Venue
Necessary facility
Size
Duration time
Topic
Audience
Co-workers
Professionals
Schoolmates
Others
Label
Thinking
Who are the audience?
Frame your idea
What points that you want to get across?
1
2
3
How much time?
Visual aids
HOP
Flip chart
PPT
Label