FEATURES OF A DETAILED PRESENTATION PLAN

This is an example of a presentation plan. You can use it as a guide to structure your presentation.

Remember no two presentations will be the same, so there are probably things you’ll want to leave out and extra things you may want to include!

WELCOME
- Welcome the audience.
- Follow protocol such as introducing special guests.
- Introduce yourself and your colleagues or assistants.

HOUSEKEEPING
- Explain and complete ‘housekeeping’ duties – e.g. point out the location of the toilets and emergency exits, ask the audience to turn off their phones or put them on silent etc.

INTRODUCTION
- Start with an attention grabber, such as a question, a quotation, a story or an interesting fact.
- Clearly state the purpose of the presentation and present an outline of what will follow.
- Make it relevant to the audience.

BODY
- Organise content in a logical sequence.
- Arrange content into chunks of information.
- Design a mini-speech for each chunk.
- Use signposting language, e.g. “there are three key points here. Let’s deal with them in turn. The first point…”
- Let your audience know what’s coming up next, e.g. “now let’s consider…”
- Include a demonstration (if appropriate).
- Include visual and audio-visual aids (if appropriate).
- Include activities at regular intervals (e.g. 20 minutes) to reinforce your content.
Encourage active participation and questions.

CONCLUSION
- Have a definite conclusion.
- Relate back to the purpose.
- Refresh and sum up key points.
- Motivate participants to take action or apply what they’ve learnt.
- Thank the audience and say goodbye.

EVALUATION
- Ask a colleague or friend to rate your performance, or
- Ask the audience to complete a formal written evaluation at the end of the session.
- Reflect on your performance by recording your strengths, weaknesses and how to improve for next time.

Adapted from Prepare a presentation (https://share.tafensw.edu.au/share/items/fb4d9f12-d065-4c1b-b22c-288681e8190b/1/), © NEALS State of New South Wales, Department of Education and Training, 2008.