

Presentations



Structure

- Introduction
- Aim
- Objectives
- Main body
- Conclusion
- Recommendations
- Questions
- Reference List

Introduction

- Introduce yourself.
- Give the topic title.
- Give a brief outline of the content of the presentation.

Main body

- This is where you answer the question set.
- Present each section in a logical order
- Think about what each section is about.
- Provide additional information.
- Provide evidence to support your points/arguments (i.e. references).
- You can sometimes use a quote, example, picture or physical object to illustrate your point.

Conclusion

- This is where you draw the presentation together.
- Revisit your main arguments, re-emphasise your key points.
- Use key words from the question to show that you have met the task set.

Recommendations

- Give recommendations for improvement.

Questions

- Thank the audience for listening and invite them to ask questions.

Tips:

- Rephrase difficult questions – check that you have understood.
- Keep answers as short as possible, but avoid single word answers.
- Keep answers good natured and avoid getting into an argument with the audience.

References

- Include references on each of your slides
- Include a slide with full reference list at the end.