

Preparation for classroom presentations

The 3 P`s: Preparation, Planning, Practice

The first P is Preparation

Ask yourself these questions:

"What do I want the audience to LEARN or DO as a result of my presentation?".

"How can I keep the audience interested?"

"Do I know my subject?"

KISS – Keep it straightforwardly simple



The second P is Planning

Structure is important:

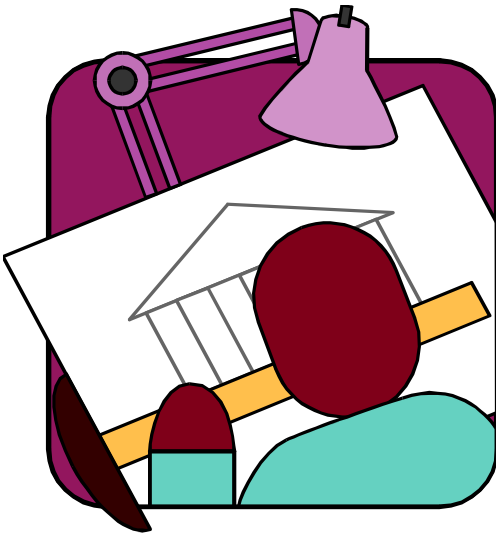
Beginning - tell your audience what you are going to tell them.

Middle - longest and can have several sections.

→ Use pictures, charts, graphs and diagrams - but only if they back up, or add value to your presentation

End - Summarize – tell your audience what you have just told them – briefly

[have a clear ending]



The third P is Practice

in front of the mirror,

in front of the cat,

to your partner,

on your own

Try out the audio visual equipment before you use it!

