

MAKING A PRESENTATION

TARGET AUDIENCE

To whom are you speaking? Obviously you may be assessed so you might say the teacher is your target audience. However, you will probably be speaking to your classmates or your peers and the teacher will be assessing how well your presentation appeals to them (not to him or her).

CONTENT

You will have been given time to research and prepare. Probably you will have been able to find lots of information so part of your task is to decide what to include and what to leave out. Make sure you include all necessary information.

A good way to ensure this is to practise your presentation with a friend. Ask him or her if there was anything else they would have needed or wanted to know that you did not include.

ORGANISATION

You should organise yourself to get the research done and leave time to prepare and practise your presentation.

Organise what you are going to say making sure there is a logical order or sequence of information. Don't jump about from point to point and have to go back to include something you have left out. This is where practising helps.

DELIVERY

There is no point in having done lots of research, perhaps created an interesting and colourful PowerPoint presentation and then not speaking slowly and clearly so everyone can hear. Don't just read the PowerPoint slide. Your listeners can do that for themselves. Make sure you have extra information to give them which isn't on the slide.

