

Identify the subject of your presentation. State it in one sentence only.

Identify your objectives

PRESENTATION OUTLINE

Greetings

Introduction (state the topic, the purpose and the main message. Give an outline of the presentation)

Main Points

- 1.
- 2.
- 3.
- 4.

***Use clear examples and visual aids**

Conclusion

Summarise your presentation. DO NOT introduce any new ideas!