

# Worksheet

## Plan a presentation


Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

You will probably have your first experience of making a presentation at school, college or university, and it can play an important part in how well you do as a student. It is, however, also an important skill which you may use after you finish studying. This could be in a job interview or as a part of your job. This Worksheet will take you through the steps of planning a presentation, working with a partner so that you can help each other.

## Practice

- 1**  Look at the topic for your presentation. Work together to write two points to agree and two points to disagree with the statement.

## 'All children should have pets.'


Do you agree? Outline the main arguments on each side.

(3 minutes)

Agree	Disagree

- 2**  Now work out your introduction, using signposting language where necessary.

Today we're going to talk about ...





- 3**  Work out the order of your main points. Use your notes from Exercise 1 to write a summary of each point, and note down some signposting language you could use.

Organization and summary		Signposting language
Introducing one side of the argument		
First point		
Second point		
Introducing the other side of the argument		
First point		
Second point		

- 4**  Now work out your conclusion, using signposting language where necessary.

*So, in summary, today we have examined ...*


*Thank you for listening. Are there any questions?*

- 5**  Now transfer your notes to cards, using only keywords and phrases which will prompt you to remember what you need to say.
- 6**  Make a few appropriate slides for your talk. Remember to be selective about what you include.
- 7**  Now practise giving the talk to your partner. Pay attention to how clearly and loudly you speak, and try not to talk too fast. Remember the talk should not last longer than three minutes. Time each other giving the talk and work out if you need to add anything or leave out some of your points.
- 8**  Give each other feedback, and then give the talk again.

- 9**  Give your presentation to the group. Take notes while your peers are presenting and then give them your feedback. Remember to always be polite and positive.

	Good points	Areas for improvement
Introduction		
Main points		
Conclusion		
Use of signposting		
Delivery		
Use of visuals		

## Reflect

- 10**  Discuss the questions.
- Which areas of planning a presentation do you now feel confident about?
  - Are there any areas you still need to work on? What can you do about that?