**A good presentation**

* Well prepared, in advance
* Has a clear structure
* Is relevant to the interests and needs of the audience
* Is concise and gets to the main points quickly

**Good habits of presenting**

* Introduce yourself
* Set out the aims of the presentation
* Explain how you are going to deal with questions
* Engage with the audience with a good opening and positive body language
* Speak clearly and enthusiastically
* Appear confident (even if you aren’t)
* Have a positive ending

**Planning and structuring your talk**

You need:

**A beginning**

* Make a positive introduction

**A middle**

* The main part of the talk
* Make a main point, give examples or reasons
* Move onto the next point
* Don’t have too many points (a maximum of three)

**An end**

* A summary of the main points you made, or
* A statement about the effect you hope your talk has had on the listeners

**Preparing your presentation**

**Research**

* Information from the internet/books/magazines
* Download music clips
* All information should be linked to the purpose of your presentation

**Notes**

* Select the key information and summarise in your own words

**Prepare visual aids**

* Create PowerPoint
* Show a picture

**Write cue cards**

**Rehearse, rehearse, rehearse**