**Planning a Presentation**

**Planning**

What will be the subject of my presentation?

How will it be presented –( talking, demonstration, interactive)

How will I research into the subject of my presentation?

**2. Preparation**

What are the main points I want to make in the presentation?

What is the running order

What supporting material will need to be available for the presentation?

Will I use images for the presentation what will it be used for

What resources do I need to prepare for the presentation? (flip chart, poster paper, etc