

# PREPARING YOUR PRESENTATION

**You MUST allow enough time for preparing your presentation! Rushing this is the biggest single cause of poor and ineffective presentations!**

## **ALLOW ENOUGH TIME FOR:**

**Picking the presentation title to bits, to make sure you keep on track to answer the question, as you would with an essay title [[Essay title analysing info sheet](#)]**

## **Researching your presentation**

- **gathering accurate facts and figures (as appropriate)**
- **gathering evidence to support your arguments**

## **Writing your presentation**

- **including drafting, editing and proof reading, in the same way as would with an essay [[The stages of essay writing info sheet](#)]**

## **Preparing visual aids and handouts**

## **Having a look at the room before the day of the presentation**

## **Practising your presentation**