

# STRUCTURING YOUR PRESENTATION

The structure of a presentation is much the same as that of an essay, but there are some differences!

## **INTRODUCTION/OPENER – tell them what you’re going to tell them**

Introduce yourself – something like “Good morning. I’m Fred Bloggs, and welcome to this presentation”.

Restate the title of the presentation in your own words

Outline what the middle section of your presentation is going to cover – its sections (like a contents list)

Say when you will take questions - at any time during the presentation, or at the end (your tutor may have told you this already, but it is good practice to say it anyway)

## **MIDDLE – tell them it**

Make a few key points – not too many and not in too much detail

Make these points in a logical order, building up your arguments step by step

Every so often, sum up what you have covered so far, to help your audience

## **CONCLUSION - tell them what you’ve told them**

Tell the audience that you are coming to the end of your presentation

Briefly summarise the middle section of your presentation

Tell your audience that that is the end of your presentation

Invite questions (if you have not taken them during your presentation)

Smile and thank your audience for coming