**How to prepare a presentation Template page**

To produce a well structured presentation ask the following questions and write down your answers, preferably in MS word. Try to record all your ideas so you do not forget them and do not delete them until you are sure you have the right answer. Use the paste and copy tools rather than over writing what could be good ideas.

When you have a Purpose, Agenda, Summary and Conclusion you are happy with just copy and paste then each onto a PowerPoint slide.

Now you have a presentation structure in PowerPoint you can now insert or produce the slides you need for the middle of your presentation. Select the slides you need to cover each of your agenda points.

To help make the structure obvious for you audience you can insert a copy of your agenda slide at the beginning of section

**What is the purpose of your presentation?**

What should your presentation achieve or change?

**Who are your audience?**

What are their needs and level of knowledge?

**What are the objectives?**

The 2 or 3 steps needed to achieve the purpose

**What is the agenda**

Give your audience a plan - (Use your objectives from the previous question)

**What is the summary?**

The main information from the objectives that you want remembered

**What is the conclusion?**

Should thinking and behaviour change?

What do you want your audience to do

**What visual aids are needed?**

***Using PowerPoint is the last stage of preparing a presentation!***