Presentation Guide

The following template is to help you plan and build the key parts of your presentation.



Session Title		
Objective		
Timings Duration:	Start Time:	Finish Time
INTRODUCTION Opening Remark:		
Session Title and any Introductions:		
Aim or Objective:		
Content or Topics:		
2		
3		
4		
5		
Reason:		
Transition Statement:		
BODY: Topic One		
Theme:		
Key Points – MUST KNOW		
COULD KNOW		

Topic Two
Topic Two
Theme:
Key Points – MUST KNOW
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COULD KNOW
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Topic Three
Theme:
meme.
Key Points – MUST KNOW
COULD KNOW
Topic Four
Theme:
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Key Points – MUST KNOW
COULD KNOW

SUMMARY Topic One:
Topic Two:
Topic Three:
Topic Four:
Topic Five:
Summary or Reason:
Key Benefits:
Final Statement:
Invite to questions:
QUESTIONS Questions that need responding to after the presentations:
Points raised from questions for further consideration: