



Put yourself in your audience's shoes

If I were them what would be interesting, useful and relevant to know and understand about this subject?'





Brainstorm everything

You could say on the subject onto a single piece of paper.





Highlight

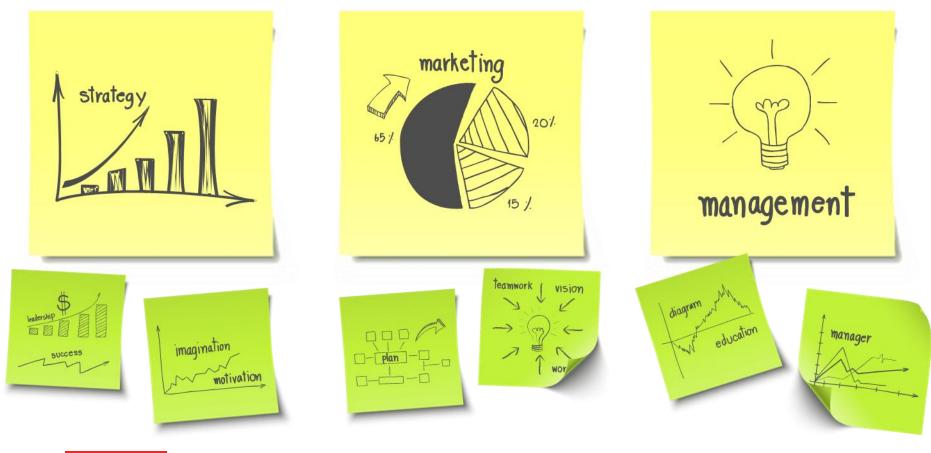
Those things that now will feature in your presentation and write your presentation objectives.



Build the storyboard

Act by act and keep on grinding until there's a real rational, logical path through the presentation.



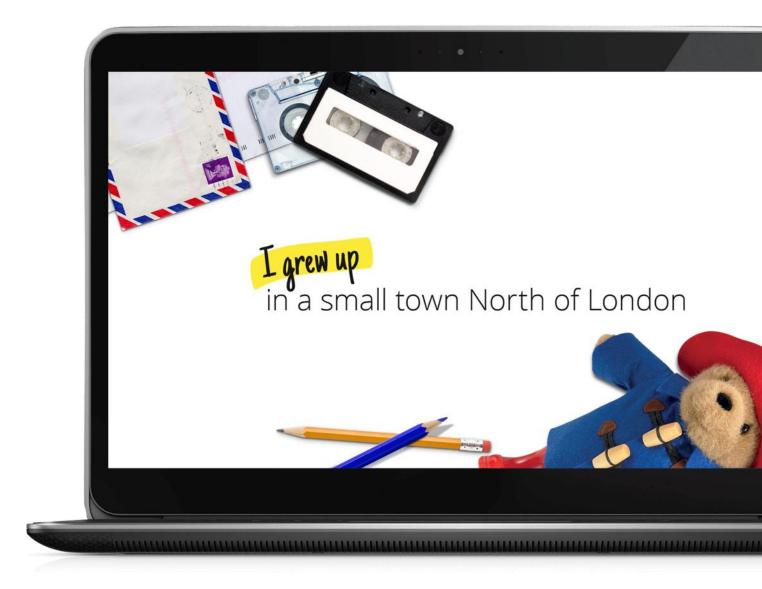


Create a storyboard

That tells the story with key scenes & content from each part.

Create the visuals

To support the storyboard.





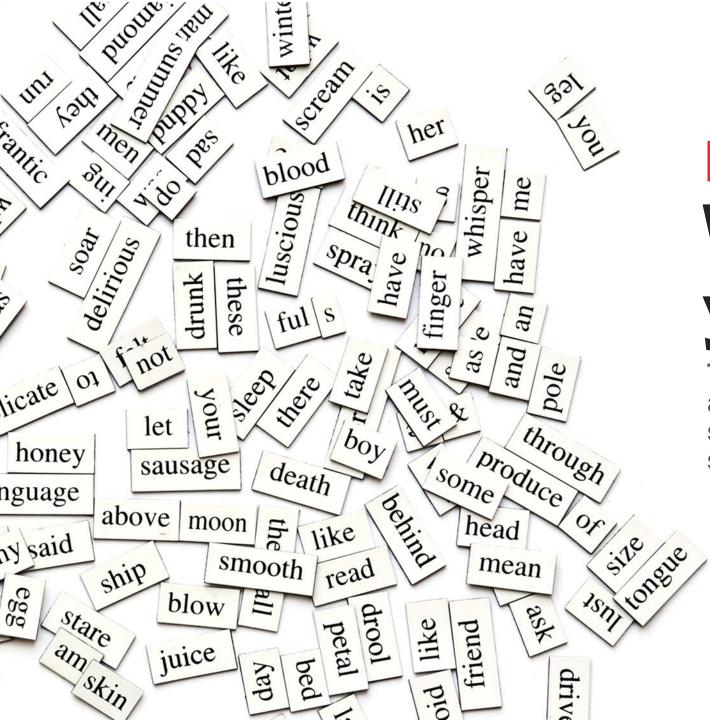
Add high impact

Prologue (introduction) and épilogue (conclusion).



Build your 'script'

Through rehearsal and repetition out loud rather than writing it out.



Write your script

To the level you require. Bullet points are best but in some very important or sensitive presentations you have to be scripted word for word.



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