

The Steps to Prepare Your Presentation

1.

1. Do your research

Give yourself time to be thorough and to get responses from others.

2. Create the content

Let your goals guide you: are you informing or persuading?

2.

3.

3. Lockdown the presentation

At least 2 days in advance. Give yourself time to practice.

4. Practice, practice, practice

Record yourself, ask for honest feedback, run through it more than once. Stand and practice gestures.

4.