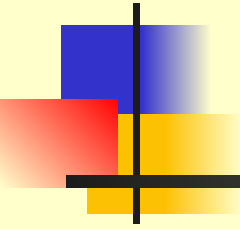


Effective Presentation





Presentation Structure

- Introduction
- Main Body
- Conclusion



Introduction

- Greeting, name, position
- Title / Subject
- Purpose / Objective
- Outline
- Questions



Main Body

- Explanation
- Illustration
- Proof



Explanation

- Reasons, causes or effects
- Familiar things

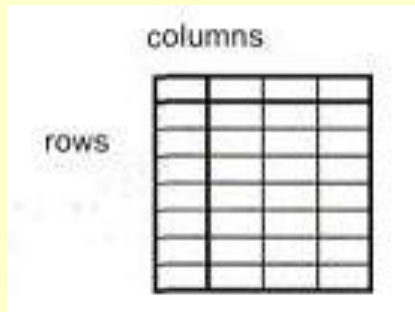


Illustration

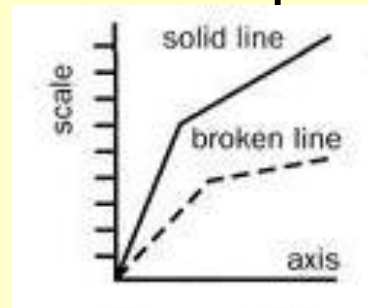
- Examples
- Descriptive details
- Visual aids

Visual Aids

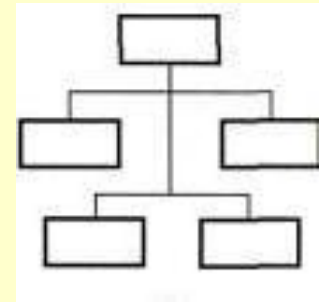
Table



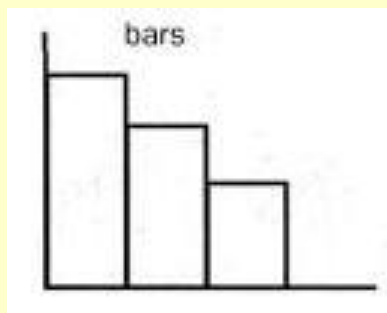
Line Graph



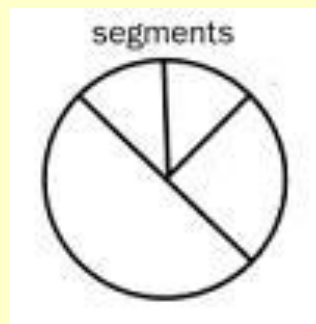
Organigram



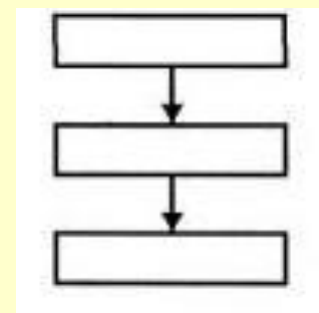
Bar Chart



Pie Chart



Flowchart





Proof

- Facts or statistics
- Personal experiences and observations
- Representative cases
- References to recognized authority or expert in the subject



Arranging Supporting Material

- Least to Most
- Most to Least
- Known to Unknown
- Step-by-Step
- By Categories or Divisions
- Comparison



Conclusion

- Summary
- Conclusions
- Question time
- Close

Effective Presentation

