



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

CT 3112 - PROFESSIONAL SKILLS - COMMUNICATION SKILLS

Effective Presentation skills –Structure of a Presentation

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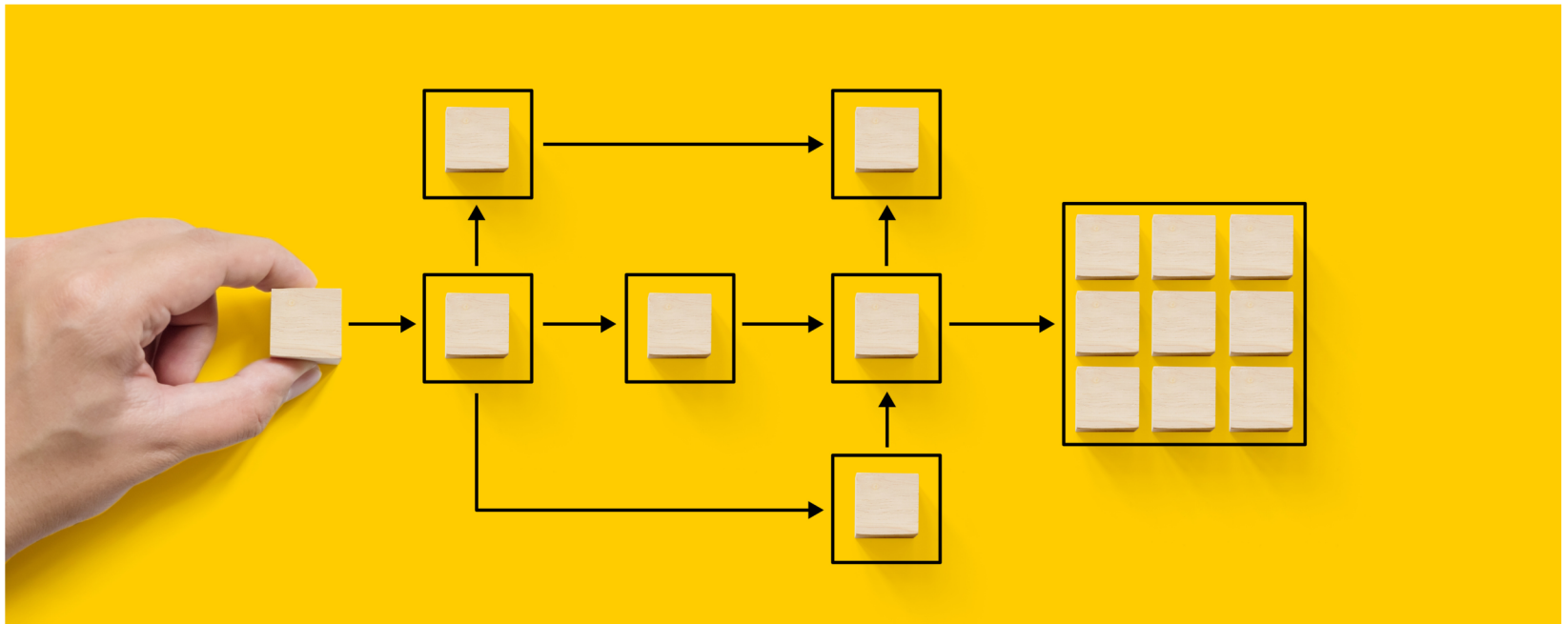
Preparation and Planning



Some tips on how to engage your audience



Elements that should be included in your presentation



Purpose and objectives



Structure





Structure

Beginning

Opening/Introduction

Middle

Main content

End

Summary/Conclusions



BEGINNING

MIDDLE

END

Structure – sequence to follow

Write your presentation in this order:

Purpose and objective

Middle –main content

End –Summary, conclusions and recommendations

Beginning –Introduction/opening