



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

CT 3112 -PROFESSIONAL SKILLS -COMMUNICATION SKILLS

Effective Presentation skills –Preparation and Planning – Planning Content and Material

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Planning Content/Material



Planning Content/Material...

- Know your subject
- Do your research
- Know your facts

This ensures that you can feel secure in your knowledge/confident when presenting

Planning Content/Material...

List the key concepts and points you need to convey

Two important criteria

- It must be useful

- It must be appropriate

Think about ways to illustrate these key points

Planning Content/Material...

Finally...

When preparing your material, think about what you will be comfortable saying—don't include anything that you aren't happy with or don't have confidence in

Conclusion



Start preparation early 6 questions

Why/Who/Where/When/What/How

Answered them all

Be clear about your purpose/aim/objective

Think about your audience