Planning a presentation: some questions to help students prepare

These questions can be used as a basis for dialogue and discussion as students prepare for and rehearse their presentations, and also as a take-away guide for students to use for themselves.

Content

1) What are the key, or ‘headline’, ideas you want to convey in your presentation?
2) What evidence will you be including to support your ideas, arguments etc.?
3) Who will your audience be?
4) What are the time-constraints, and what do these mean for the volume of material you will use?

Structure and delivery

1) How will you ensure the content of your presentation follows a logical order?
2) How will you open and introduce your presentation?
3) How will you conclude and close your presentation?
4) How will you engage/involve your audience?
5) How will you manage transitions between different sections of the presentation?
6) How will you ensure that the presentation is appropriately timed?
7) How often will you need to practise/rehearse your presentation before delivering it?

PowerPoint and visual aids

1) What visual aids will help you support your arguments?
2) How many slides is appropriate to help you support, but not ‘overload’, your presentation?