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| NAME (1): |  | NAME (2): |

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| Recording Date & Time: |  |
| (day) (month) (date) (year) (hour) (minute) | |

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| 1. Choose a topic: |  |
| HOW TO… | |
|  | |
| 1. What is the objective of your presentation? |  |
|  | |
| 1. Research: |  |
| Find 2 academic articles and any other research you wish to use from the library database.  Remember you need a minimum of 4 credible references. | |
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| 1. Outline the introduction: |  |
|  | |
| 1. Outline the steps in the process |  |
|  | |
| 1. Outline the conclusion: |  |
|  | |