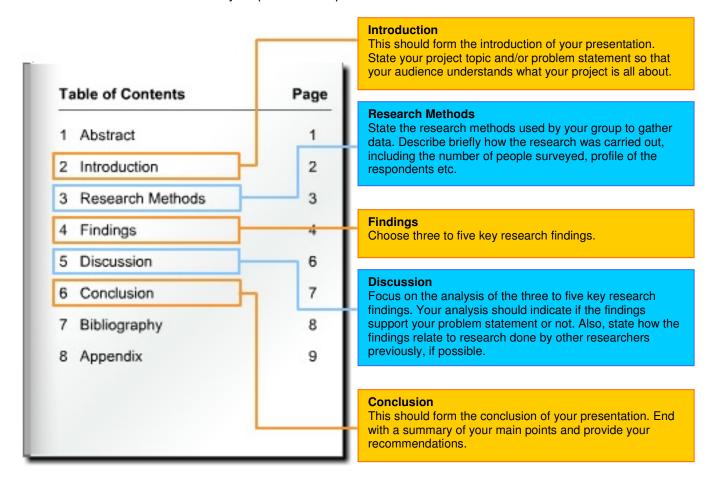
Forming your presentation points

The sections to focus on to extract your presentation points are shown below:



Organising your presentation points

Sequencing (Trim It)

- Organise the main points systematically
- Sequence the content so that there is a logical flow linking the various points.

Chunking (Group It)

- Chunking refers to the process of grouping related information into logical sections for greater retention and recall.
- Chunk the contents into three to five clear and well-defined main points. Having too many main points might cause your audience to lose focus.

Substantiating (Spice It)

 After chunking and sequencing the information, use evidence and examples to substantiate the main points.