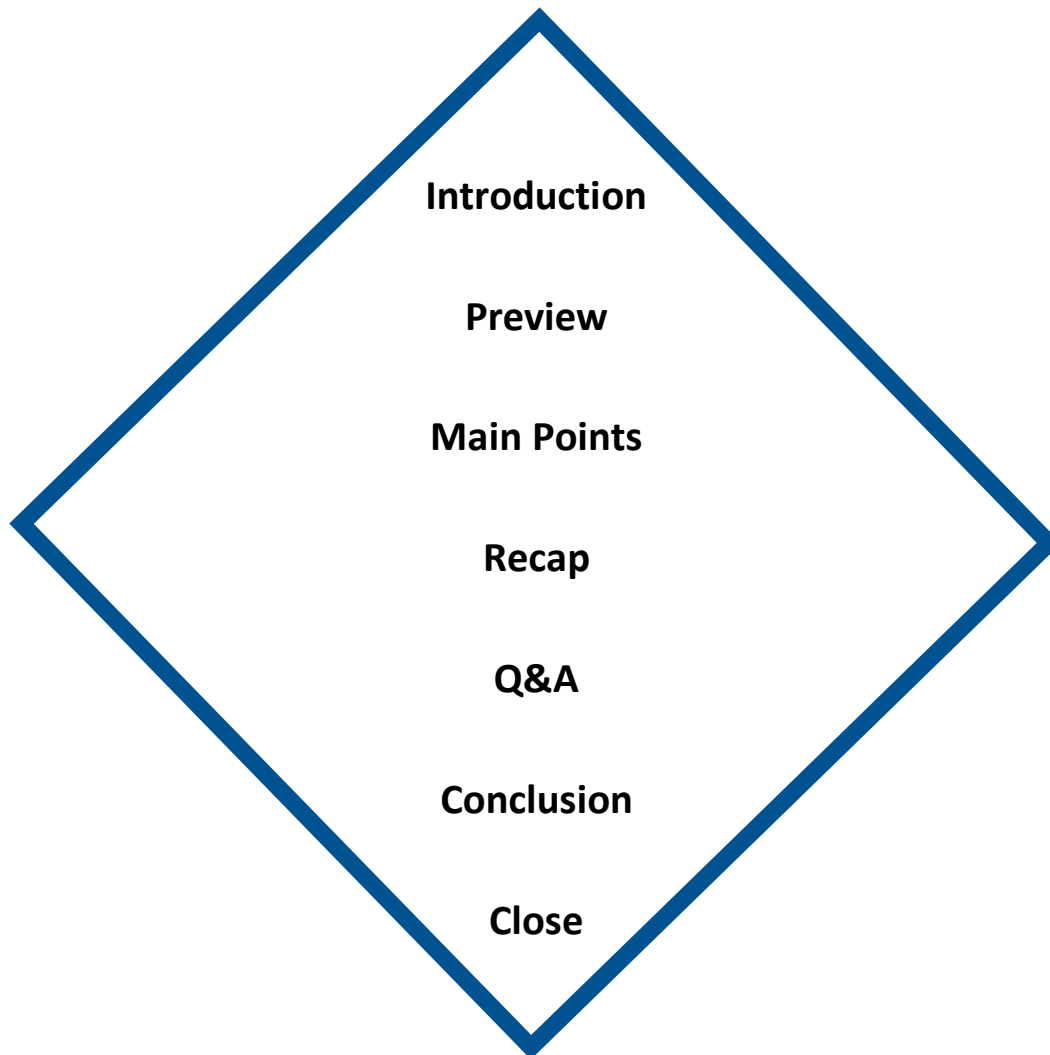


Activity: Structuring Your Presentation: The Presentation Diamond



INTRODUCTION: What will you say first to get their attention and establish your credibility?

PREVIEW: What will share as your objective and agenda for the presentation?

MAIN POINTS: What are your 3-5 main subject areas?

RECAP: What will you remind your audience about your main subject areas?

QUESTIONS AND ANSWERS (Q&A): What questions should you be prepared to answer?

CONCLUSION: What is your simple restatement of your objective with a few observations?

CLOSING: How will you wrap up memorably?