# Planning and Organising

**ae**The presentation was well planned, well laid out and was easy to follow.  
  
The presentation started with an introduction to set the scene.  
  
Highlighted recommendations.  
  
Ensured all of the key issues in the brief were covered.  
  
The presentation ran to time.  
  
The presentation started by setting the scene and flowed coherently.  
  
Any visual aid used painted a clear picture.  
  
Was not ready to answer questions.  
  
Ran out of time and did not complete the presentation.   
  
Structure of presentation hindered clarity of understanding.  
  
Was not clear about which issues were the most important.