

PRESENTATION: Tell Them What to Say

STEPS:

What to do, what is needed (materials, ingredients, equipment, visual aids), what to say

Steps	What to Do	What is Needed (materials, ingredients, equipment, visual aids)	What to Say
1.			
2.			
3.			
4.			
5.			

SUMMARY - Tell them what you did

Main ideas or points you want your audience to remember

SHOWING FINISHED PRODUCT

VISUALS (models, posters, chart, graph, overheads, etc)

I will need _____

PREPARE YOURSELF

What I need to know by when. Where will I find what I need? _____

what to wear, be aware of your posture. _____

PRACTICE AND POLISH

Smile

Be Yourself