10 STEP PRESENTATION PLAN

1	**Impact Opening** (choose one) • Ask a question *Have you ever...?* *How would you… ?* • Quote some surprising figures *Did you know...?* • Quote someone well known *Gandhi once said...* • Use a newspaper headline *Take a look at this...*	**Title:** **Opening:**
2	**Give the background to the problem** • *OK. Some time ago, we were having difficulties with...* • *We couldn't...* • *And we weren't...*	**Background** 1. 2. 3.
3	**Ask a rhetorical question** • *So, what was wrong?*	
4	**Describe the problem** • *At first, we didn't understand the problem, but...*	**Problem**
5	**Describe its effects** • *This was having an effect on ... as well as…and also….*	**Effects** 1. 2. 3.
6	**Ask another rhetorical question** • *So how did we deal with it?*	
7	**Describe the action you took** • *Well, basically, there were three things we had to do: Our first priority was to... The next thing was to... And, finally, we...*	**Action** 1. 2. 3.
8	**Ask a third rhetorical question** • *The question is, did it work?*	
9	**Describe the results (perhaps show a picture or a graph)** • *Have a look at this.* • *Here are the results.* • *As you can see, the results...*	**Results**
10	**Close** • *OK, I'm going to break off in a second and take questions.* • *To sum up,...* • *Thank you.*	**Summary**

LIVEWORKSHEETS