

10 STEP PRESENTATION PLAN

	Impact Opening (choose one)	Title: Opening:
1	<ul style="list-style-type: none"> Ask a question <i>Have you ever...?</i> <i>How would you... ?</i> Quote some surprising figures <i>Did you know...?</i> Quote someone well known <i>Gandhi once said...</i> Use a newspaper headline <i>Take a look at this...</i> 	
2	Give the background to the problem	Background
	<ul style="list-style-type: none"> <i>OK. Some time ago, we were having difficulties with...</i> <i>We couldn't...</i> <i>And we weren't...</i> 	1. 2. 3.
3	Ask a rhetorical question	
	<ul style="list-style-type: none"> <i>So, what was wrong?</i> 	
4	Describe the problem	Problem
	<ul style="list-style-type: none"> <i>At first, we didn't understand the problem, but...</i> 	
5	Describe its effects	Effects
	<ul style="list-style-type: none"> <i>This was having an effect on ... as well as...and also....</i> 	1. 2. 3.
6	Ask another rhetorical question	
	<ul style="list-style-type: none"> <i>So how did we deal with it?</i> 	
7	Describe the action you took	Action
	<ul style="list-style-type: none"> <i>Well, basically, there were three things we had to do: Our first priority was to... The next thing was to... And, finally, we...</i> 	1. 2. 3.
8	Ask a third rhetorical question	
	<ul style="list-style-type: none"> <i>The question is, did it work?</i> 	
9	Describe the results (perhaps show a picture or a graph)	Results
	<ul style="list-style-type: none"> <i>Have a look at this.</i> <i>Here are the results.</i> <i>As you can see, the results...</i> 	
10	Close	Summary
	<ul style="list-style-type: none"> <i>OK, I'm going to break off in a second and take questions.</i> <i>To sum up,...</i> <i>Thank you.</i> 	