

10 STEP PRESENTATION PLAN

1	Impact Opening (choose one) - 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>	Title: Opening:
2	Give the background to the problem <i>OK. Some time ago, we were having difficulties with...</i> <i>We couldn't...</i> <i>And we weren't...</i>	Background
3	Ask a rhetorical question <i>So, what was wrong?</i>	
4	Describe the problem <i>At first, we didn't understand the problem, but...</i>	Problem
5	Describe its effects <i>This was having an effect on ... as well as...and also....</i>	Effects
6	Ask another rhetorical question <i>So how did we deal with it?</i>	
7	Describe the action you took <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>	Action
8	Ask a third rhetorical question <i>The question is, did it work?</i>	
9	Describe the results (perhaps show a picture or a graph) <i>Have a look at this.</i> <i>Here are the results.</i> <i>As you can see, the results...</i>	Results
10	Close <i>OK, I'm going to break off in a second and take questions.</i> <i>To sum up,...</i> <i>Thank you.</i>	Summary