**Presentation Plan**

Generally speaking, the more time that is spent on planning the better your Digital pitch-type-presentation will be. It is for this reason you have been provide with an outline to help with planning your presentation.

**Task 1**

Read through the blank presentation plan on the next page and think about the kind of information that you might put in each section (do not write anything yet).

**Presentation Plan (1)**

What three ideas do I want my audience to take away with them at the end of the presentation?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is my objective/purpose?** Why am I giving this presentation, how do I want my audience to react to my presentation?

**Objective/ Purpose** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title** - Choose a strong, meaningful title.

**Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction** - How am I going to introduce my presentation, how am I going to get my audience’s attention and keep their interest? (You might want to come back to this at later)

**Introduction** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Audience -** Who are they? /What do they know? What do I need to explain to them?

|  |  |
| --- | --- |
| Who are they? /What do they know?  *Professionals, members of the public, etc.* | What do I need to explain to them?  *Background information, technical terms, etc.* |
|  |  |

**Time –** How much time do I have? What can I accomplish within the time limit?

|  |  |
| --- | --- |
| **Time** | **Accomplish** |

**Content, parts, order –** What do I need to include in my presentation? How many parts should I break it into and in what order?

|  |  |
| --- | --- |
| **Order** | **Content** |
| 1 |  |

|  |  |
| --- | --- |
| 2 |  |

|  |  |
| --- | --- |
| 3 |  |

**Openers** – What kind of opening device can I use to get my audience’s attention? *(a surprising fact, a quotation, a news headline, asking the audience to do something, etc.)*

|  |
| --- |
| **Opening device** |

**Closing** -What kind of closing device can I use to ingrain my message into the audience?

*(a call to action, issuing a challenge, giving advice, a visualization of the future)*

|  |
| --- |
| **Closing device** |

**Platform and technical requirements** – What platform am I going to use? Do I have all the necessary hardware, software, and internet capabilities?

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| --- |
| **Platform and technical requirements** |

**Task 2**

It is a useful exercise to try to deconstruct a presentation and take it back to the planning stage. Watch the video - **Tim Gordon - United Kingdom - FameLab International Final 2019**, try to deconstruct the presentation back to its planning stage and complete the presentation plan (some sections have been completed for you already).

**A close-up of a fish

Description automatically generated with medium confidence**

**Presentation Plan (2)**

What three ideas do I want my audience to take away with them at the end of the presentation?

1. *Our coral reefs are damaged.*
2. *Coral reefs can be repaired with the intervention of science.*
3. *New research brings the potential for new solutions.*

**What is my objective/purpose?** Why am I giving this presentation, how do I want my audience to react to my presentation?

**Objective/ Purpose -** *Persuade the audience that research can present solutions to problems such as climate change damage.*

**Title** - Choose a strong, meaningful title.

**Title** **New research brings new hope for coral reefs.**

**Introduction** - How am I going to introduce my presentation, how am I going to get my audience’s attention and keep their interest? (You might want to come back to this at later)

**Introduction**

Ask the audience to imagine that they are a reef fish in the vast Pacific Ocean wishing to reach the reef and the only way to find their way to the reef is by following the sounds of the reef back home. But there is a problem, coral reefs have been decimated by climate change and are no longer the noisy place they were, and now there are no sounds to lead the way home.

**Audience -** Who are they? /What do they know? What do I need to explain to them?

|  |  |
| --- | --- |
| Who are they? /What do they know?  *Professionals, members of the public, etc.* | What do I need to explain to them?  *Background information, technical terms, etc.* |
| *University students with varying levels of scientific knowledge and members of the public with a general interest in science.*  *Plus, university lecturers and visiting experts with expert Knowledge* | *Basic explanation of how fish locate reefs.*  *The effect that climate change has had on coral reefs.* |

**Time –** How much time do I have? What can I accomplish within the time limit?

|  |  |
| --- | --- |
| **Time**  3 minutes | **Accomplish**   1. *Explain how coral reefs work.* 2. *Explain what is happening to our coral reefs.* 3. *Explain the experiment using artificial reefs and speakers.* 4. *Give the positive results of the experiment and need for more research.* |

**Content, parts, order –** What do I need to include in my presentation? How many parts should I break it into and in what order?

|  |  |
| --- | --- |
| **Order** | **Content** |
| *1* | *How fish find coral reefs and why the activity on coral reefs is so important* |

|  |  |
| --- | --- |
| *2* | *Experiments in building artificial coral reefs and using sound to attract fish and wildlife.* |

|  |  |
| --- | --- |
| *3* | *Results of the experiments constructing artificial reefs* |

**Openers** – What kind of opening device can I use to get my audience’s attention? *(a surprising fact, a quotation, a news headline, asking the audience to do something, etc.)*

|  |
| --- |
| **Opening device**  *Ask the audience to immerse themselves in a story about a tiny fish trying to find its way home.* |

**Closing** -What kind of closing device can I use to ingrain my message into the audience?

*(a call to action, issuing a challenge, giving advice, a visualization of the future)*

|  |
| --- |
| **Closing device**  *Visualization of the future - new research, new solutions* |

**Platform and technical requirements** – What platform is going to use? Do I have all the necessary hardware, software, and internet capabilities?

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| --- |
| **Platform and technical requirements**  *In person presentation in a lecture hall (no digital platform needed). Wireless microphone required; hooked up to the sound system.* |

**Over to you**

Think of a topic that you would like to give a presentation on.



Go back to **presentation plan 1** and make rough plan of your presentation.