How to Structure a Presentation
This activity will cover the ideal structure of a presentation.

What makes a good presentation?
A good oral presentation is well organized. It is your job as a presenter to make it easy for your audience to follow. Try to match the elements of a presentation with the part of the presentation they belong in.

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The parts of a presentation are: Begin, announce, body, and end.
The elements of a presentation are:

- Greet the audience
- Introduce yourself
- Introduce your topic
- Outline what you will cover
- Use visual aids.
- Cover the content of your topic.
- Recap what you stated you would talk about
- Give a brief conclusion
- Thank your audience for listening.
- Ask if there are any questions or comments.
[Think about which elements belong in each part]

Answer

Beginning
- Greet the audience
- Introduce yourself
- Introduce your topic

Announce
- Outline what you will cover

Body
- Use visual aids.
- Cover the content of your topic.

End
- Recap what you stated you would talk about
- Give a brief conclusion
- Thank your audience for listening.
- Ask if there are any questions or comments.
Well done!

Use the beginning of your presentation to grab your audience’s attention, and to introduce yourself and your topic. Outlining your presentation before you cover the body of the information helps keep your audience focused. In the body of your presentation, you can cover the content of your talk. Make sure to present it in a logical order, such as chronological order (the order in which events happened).

When you finish your presentation, try not to end abruptly. Recap what you have covered, and answer questions your audience has about your topic.

Congratulations! You now know how to structure your presentation.