|  |  |
| --- | --- |
| * **Ask: What is the Presentation Purpose?** | **Introduce a new product** |
| **Project latest sales figures** |
| **Review policies and procedures** |
| * **Ask: Who is the Presentation Audience?** | **Staff** |
| **Prospective clients** |
| **Conference attendees** |
| * **Ask: Where is the Presentation Setting?** | **Auditorium/Conference Center** |
| **Classroom** |
| **Online** |
| * **Ask: How much Presentation Time?** | **1 Day**  **30 minutes** |
| * **Ask: What Presentation Equipment/Resources are Provided? How Does It Work?** | **Interactive board/Internet Access** |
| **Projector/Laptop** |
| **Tables/Chairs** |
| **Lighting/Sound/H/V Conditions** |
| * **Gather Information** | **Know topic thoroughly** |
| * **Determine the Order of the Slides** | **Sketch out slides on paper** |
| **Rehearse** |
| **Edit, Edit, Edit** |
| * **Create/Rehearse Presentation** | **Be consistent – backgrounds, fonts, transitions, and animations** |
| **Learn keyboard shortcuts/ how to navigate** |
| **Rehearse out loud – timing, sound, pace** |
| **Have Plan B** |