

Toolbox for students

Tool 11: Planning and giving presentations

You can make a speech to your classmates, your parents or other children in your school. In any case, you've got to prepare your speech well. The following checklist will help you do this.

Planning a speech

1. Who will be listening?

- Where should you give your speech?

2. Who is making the speech?

- Are you making your speech alone or with a group?
- How has the group organised itself?

3. What is the goal of the speech?

- What should the audience learn?
- Should the audience give you feedback?

4. How much time do you have?

- Should you leave time for the audience to ask questions?
- Should you leave time for the audience to provide you with feedback?

5. What resources are available?

- Blackboard/whiteboard?
- Overhead projector?
- Computer and projector for a PowerPoint presentation?
- Posters (flipchart)?
- Stereo?

6. How can you involve your audience?

- Give time for asking questions.
- Create a puzzle or a quiz.
- Pass around objects.

7. What do you want to say?

- Think about three to six headings that are important for your topic and write them down on an individual sheet of paper.
- On each piece of paper, note down a few key words about each heading.

Giving the speech

A presentation can be divided into different parts: an introduction, the main part and a conclusion. Here you are some ideas to help you give your speech.

1. Introduction

- Start with a relevant quotation, or by showing a relevant picture or object.

- Present the main topic.
 - Explain how the speech will be structured.
- 2. Main part**
- Inform the audience about the subject of the speech.
 - Put the previously prepared sheets showing the headings and information in order.
 - Organise the speech according to these headings.
 - Each time you begin with a new heading, make this clear using a picture or explanation.
 - Present a relevant picture, object, or piece of music under each heading.
 - Think about how you will show the pictures – for example, whether you will pass them around, draw them on a transparency or display them on a poster.
- 3. Conclusion**
- Say what was new for you.
 - Say what you learned.
 - Show one final picture.
 - Quiz your classmates.
 - Allow time for questions.