Preparing the Main Points

Know your topic but want to start dividing up your sections? Here are some tips for developing the main points of your presentation:

**LIMIT THE AMOUNT**
Have no more than 2-5 main points per project.

**USE CAREFUL PHRASING**
Phrase main points similarly for continuity and easy recognition, and use transitions.

**BE CONCISE**
Clarity and coherence are key when stating main points.

**FIND BALANCE**
Decide how much you want to elaborate on each main point, and don’t support one point with too much or too little information.

**ANALYZE THE AUDIENCE**
Figure out who is in your audience: experts, novices, etc. Then, phrase and choose material appropriately. A poll or survey to help with this analysis can be distributed a few days or weeks before a presentation.