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.