



Friends of the Earth

Talk template

You can use this 'talk template' to plan your presentation. The first set of boxes reminds you of things to consider about the Structure of your talk. The second boxes help you add style.

STRUCTURE

Impact at start of talk	To gain the audience's attention, confidence, interest, enthusiasm Emphasise audience (i.e. 'you' not 'I' / 'me')
Signposts	Indicate purpose of talk and procedure – how you're going to do it – different sections?
Main points	Impact of these? Recognition - familiar to audience? Remembered - how to make memorable?
Interim summing up	After each part of your talk - reach a conclusion. This allows your audience to keep or catch up. It also helps you check where you are
Summing up	Essential - put across main points in a short way, remind audience of examples you used
Impact at end	Leave them with something to remember And to get a reaction

PRESENTATION / STYLE

Story telling	How to put it across using examples, humour and a logical, flowing link between points
Audience contact	Tailor talk to audience, look at everyone, assess people's reactions and react to these. Encourage feedback throughout. Don't create barriers – physical (sitting behind a desk) or through language (too technical, acronyms)
Visual or 3-D aids	If using Visual Aids make sure you know how to use them; incompetence with equipment does not inspire confidence: practise. Using 3-D aids (e.g. an orange) directs attention to you, can help create pace and you can attach stories to items
Use of the voice	Be yourself. Use your natural speed. Project your voice and use it to emphasise certain parts of your talk. Use pauses for effect.
Mannerisms	Use for emphasis and get audience contact
Time	Stick to it. Be aware of time passing. 10 minutes on your feet is not long.

And here is a blank template for you to plan your own presentation...

STRUCTURE

Impact at start of talk	How will you create impact at the start?
Signposts	What will you signpost to the audience about the direction of your talk?
Main points	How will these be applied to this audience, how will the main point be remembered?
Interim summing up	How will you sum up at each stage?
Summing up	What is a good way of summing it all up?
Impact at end	Find a memorable way of ending

PRESENTATION / STYLE

Story telling	Ideas for making a story and making it flow
Audience contact	How to involve the audience and get reaction
Visual or 3-D aids	Where and when to use aids / props
Use of the voice	Underline with pauses, quiet, loud, silence
Mannerisms	To get audience reaction or to convey points?
Time	Plan checks of where you are at any time + how to end quickly if you have to