

In front of a mirror, peer or record yourself

Out loud.



Step 5,
Practice,
Practice,
Practice

Use the information structure

Use the conclusion structure.



Step 4,
Top and
Tail



Presentation
Structure
Mindmap



Step 1,
What is the
topic?

Place mid page on A4 landscape page.

Allow analog thinking.



Step 2.
Brain
Dump

Dump all the important information in your head regarding the topic.

What other information might you add?



Step 3,
Theme

What are the main themes from the brain dump?

Structure on the A4 lined page

Disregard any unnecessary information