

## Giving direction to your presentation: **STRUCTURES**

**1. Below are some examples of structures you can use for presentations. Match them with their descriptions beneath:** (3 are already done for you!)

- a. State the topic; talk about it; recap it. ✓
- b. 'Wh-' Questions ✓
- c. Mnemonics ✓
- d. P.R.E.P.
- e. Now > Future Dreams > How ?!
- f. S.T.A.R.R.
- g. Chronological
- h. 4Ps (position, problem, possibilities, proposal)

c Use the letters of a relevant word as an acronym to give structure to your talk, and make it more memorable

\_\_\_\_\_ Use for listing the overview of an event, reporting on an activity, or giving a sequence of steps / instructions

\_\_\_\_\_ First make your **Point**. Then give your **Reason** for this. Add an **Example**, and finally restate the main issue of your talk.

\_\_\_\_\_ State the current situation, where the problem lies, what possible solutions there might be, and which you think would work best.

a Introduce your topic to the audience. Say what you want to say. Finally remind them of the main point of your talk.

b Use a series of questions (3 or 4) on which to base the key points you want to make.

\_\_\_\_\_ Define the **Situation**; describe your **Task**; explain the **Action** you took; show your **Results**; offer **Recommendations** (for reporting on activities / recommendations following a task)

\_\_\_\_\_ Describe the current situation; go on to talk about an ideal scenario; finally, outline a proposed procedure for achieving your target situation.


**2. What sorts of presentations do you give? Add an idea below** (no. 7.)

**3. Now choose TWO of the presentation topics below. What structure(s) could / would be appropriate for each type?**

*(NB: Structures a., b. & c. can be used for any presentation; if you choose these, decide for b., which Wh-questions, or for c., what word / mnemonic\* to use!)*

- 1) Showing a group of visitors around Budapest g, i,
- 2) Introducing a plenary speaker at the 2017 IH NYESZE conference \_\_\_\_\_
- 3) Showing s.o. how to use their phone to operate their ppt slides \_\_\_\_\_
- 4) Reporting back on the NYESZE conference to colleagues next week \_\_\_\_\_
- 5) Asking your boss for €€ to attend the NYESZE Conference in 2017 \_\_\_\_\_
- 6) Persuading a friend to miss the last plenary (Medgyes Péter's!) to try out a new bar in town with you \_\_\_\_\_
- 7) [*your idea:*] .....

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**\* Mnemonic:** e.g. a word used as an acronym to aid memory, e.g. S.M.A.R.T. objectives are **S**pecific, **M**easurable, **A**greed, **R**ealistic and **T**ime-bound.