**LC-1310 Presentation**

Presentation length: 6-8 minutes.

**Presentation structure**

**INTRODUCTION**

**A. Capture audience attention**

* + - State relevance/importance (present situation and **problem**) to audience,

**B.** **Establish credibility** (Introduce yourself)

**C.** **State your purpose** (What is aim of this presentation?)

**D.** **Describe structure of presentation** (Overview)

**BODY**

1. **Describe the main concept (solution)**
   * + - Describe the main aims and features of the concept/process
       - Use a flowchart or graphs to illustrate the concept/process
       - Explain the steps/phases/parts of the concept/process
2. **Compare this new method with earlier method(s) or situation**
   * + - List advantages/disadvantages or (a table can be useful here)
       - List positive/negative effects

**CONCLUSION**

1. **Summarize the main points**
2. **Feasibility**
   * + Is the new process feasible now or in near future? *(Yes, no, maybe)*
3. **Return to the initial problem** ( and present future outlook for industry/world)
4. **Invite questions**

**Transition Statements (metalanguage)**

As you plan your presentation, you also plan the transition statements between

1. between the *Introduction* and the *first main topic area*.
2. between each new *main topic area*.   
   Use either the ***Restate-forecast***technique, a ***rhetorical question*** or a ***topic sentence***
3. between the *Body* and the *Conclusion* of your talk.

Below you find an outline for an example presentation, which contains a full introduction and conclusion sections, as well as the **transitions between sections and subsections (in red)** within the presentation. In addition, you should use superordinates and enumeration when discussing minor points in the presentation, such as the different steps in a process or parts of a system.



