Planning Your Presentation

- 1. Step 1: Analyze your audience. ...
- 2. Step 2: Select a topic. ...
- 3. Step 3: Define the objective of the presentation. ...
- 4. Step 4: Prepare the body of the presentation. ...
- 5. Step 5: Prepare the introduction and conclusion. ...
- 6. Step 6: Practice delivering the presentation.