Practice: prepare your visuals
Prepare your visuals

Now prepare your visuals for a talk you want to give at school or university. Before starting, **plan the sequence of the slides** and **decide what you will say** about each one. In the left hand column **make a note of the contents** (photos, graphs, charts, etc.) you are going to include; in the other column **write the text or the key words of your talk**. In this way, you will know how to talk about each slide (see the attached examples below).

After that, you can **create the layout of your slides** and fill them with whatever short pieces of text or images best support your talk. Choose the software or cloud application you feel most comfortable with.

DESCRIPTION OF THE CONTENTS OF YOUR SLIDES	THE TEXT OR KEY WORDS OF YOUR TALK
Introduction: Get the audience's attention and summarize the contents	
Slide 1	
Slide 2	
Development: Display the facts, data, etc.	
Slide 3	
Slide 4	
Slide 5	
Slide ... –	
Conclusion: Summarise the main points of your talk and end with a strong message	
Slide ... -	
Slide ...	