**Planning an Informal Presentation**

Please complete the following:

1. What are our aims for the presentation? How will we communicate them? What do we hope that the audience will learn?
2. What resources do we need? (paper, glue, card for posters, coloured pens, photocopier, projector, laptop, etc?)
3. How much time do we have for the presentation? How will keep time?
4. Who will do what during the presentation? (If more than one persons will all of them present?)
5. What will the audience do during the presentation? (listen, participate actively in some other way, ask questions, etc)?.
6. What will we give the audience (handouts, worksheets, bibliographies, etc).
7. Questions for the trainer:

(adapted from James, 2001)