



## Activity 11.1 Log your presentation

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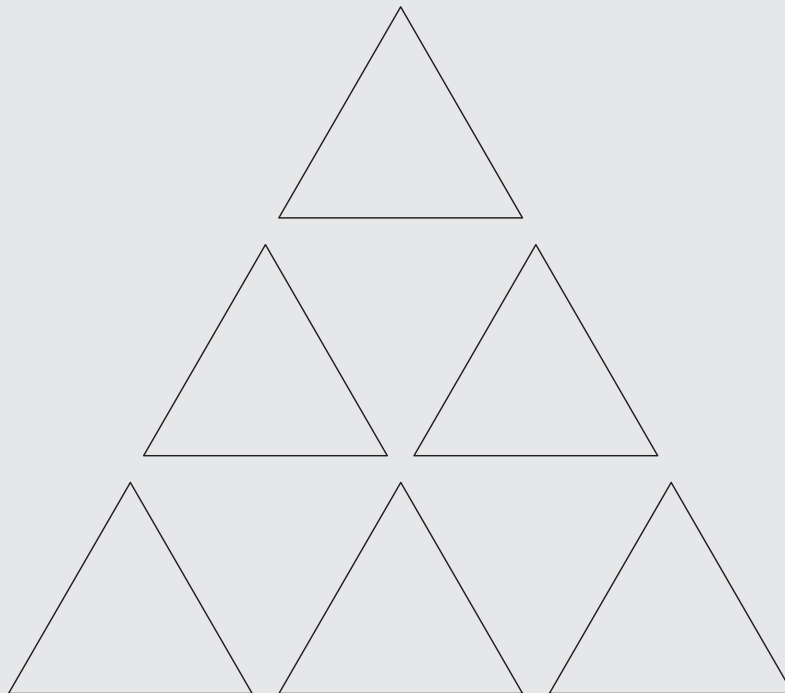
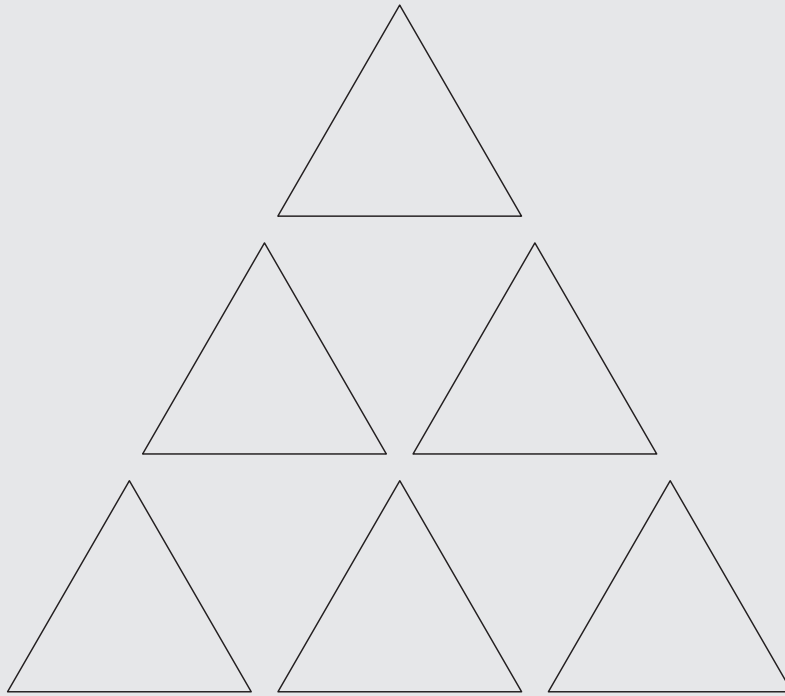
Purpose	Audience	Topic	Type	Duration
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## Activity 11.2 Pyramid planning

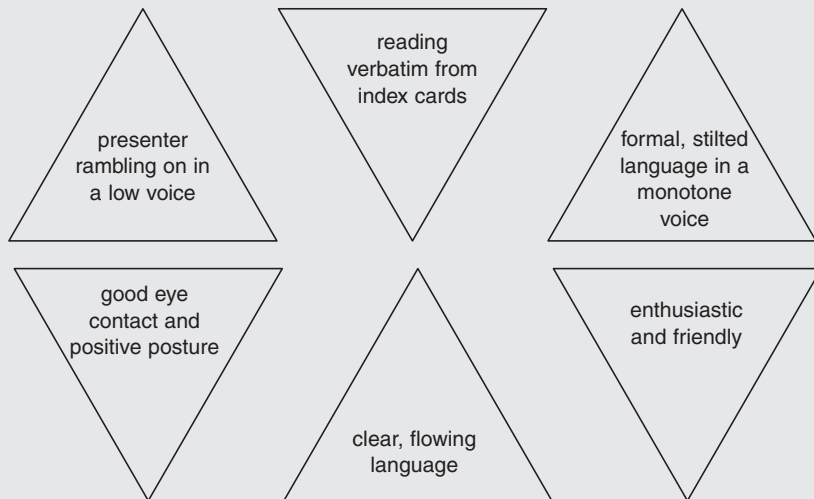
Use one pyramid for each presentation task: planning, researching, evaluating, sorting, energising, noting, talking, anticipating, timing, illustrating, oral practice, newsreel





### Activity 11.3 Engaging pyramids

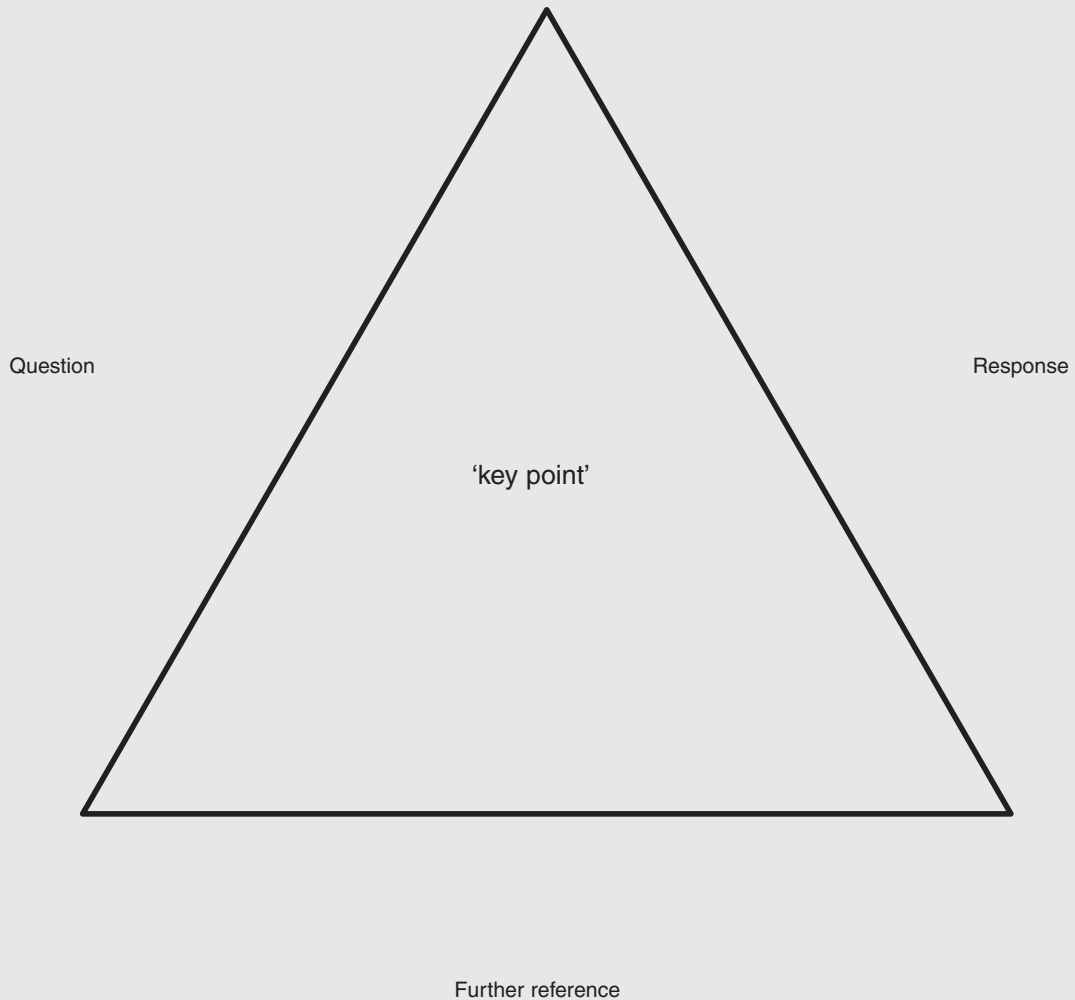
Colour the pyramid that engages you.





### Activity 11.4 Anticipating questions

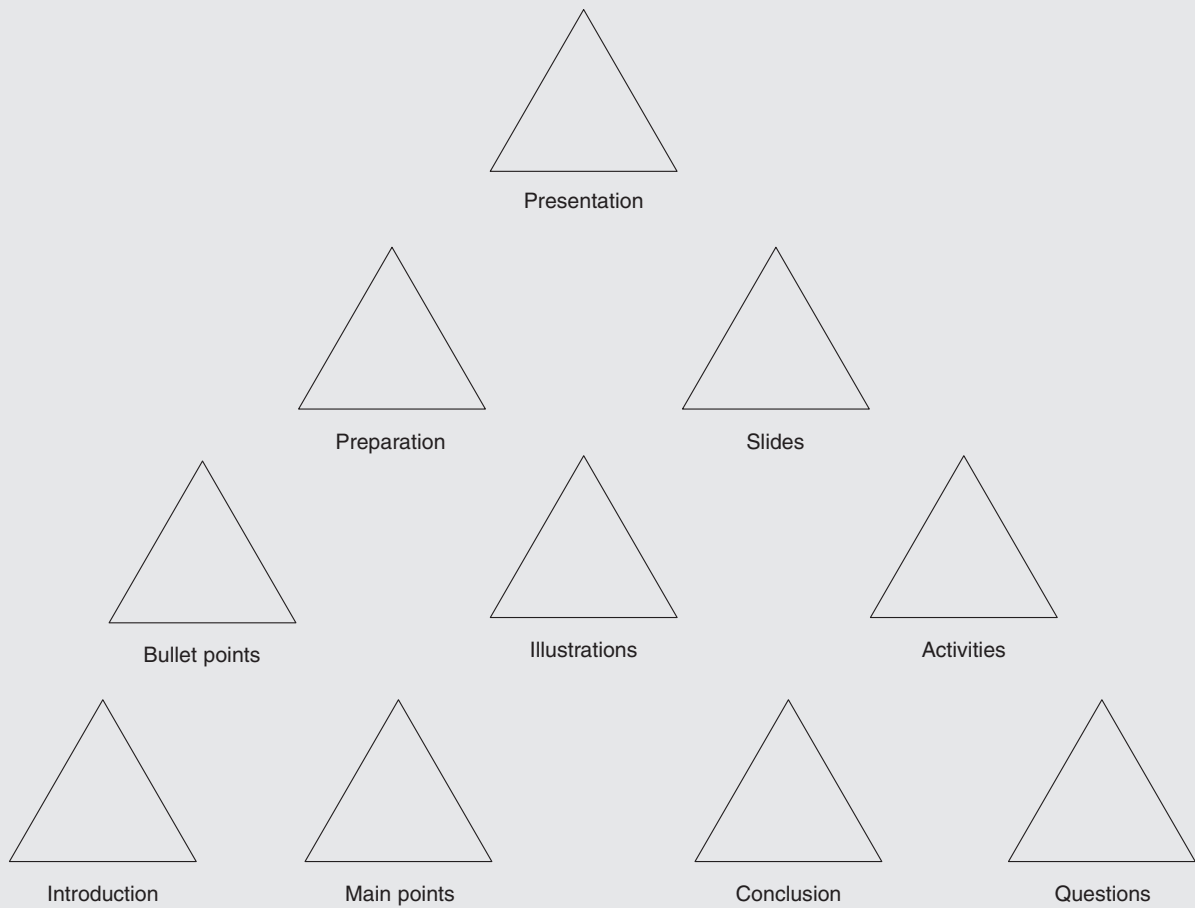
When anticipating questions, write your key point inside the pyramid, and place the question you anticipate, its response and any further reference around the pyramid, as shown in diagram.





## Activity 11.5 It's all in the timing

Insert your timings for each task in the pyramid.





## Activity 11.6 Final checklist

Things to organise	Done (✓)
location	
room layout	
correct equipment	
functional and familiar technology	
practical activity or demonstration items	
personal support tools: prompt cards, water, clock, handouts, artefacts	
anything else?	