

The Four P's: Prepare your presentation effectively and build your confidence as a presenter



Plan

Many different activities are associated with preparing a presentation.

Make a plan!



Prepare

Research & analysis

Drafting, designing & revising slides and script

Creating note-cards from script



Practise

Editorial tool: check clarity & length of content.

Helps you learn the content and develops fluency.



Present

Prepare [strategies](#) to manage yourself as a public speaker to relieve some of the stress on the day.

Activity

Choose one of the four steps, and in pairs, discuss the different activities and tasks associated with it. We will fill in the table below together as a result of your discussion.

Plan	Prepare	Practise	Present