



SUGGESTIONS FOR PREPARING PRESENTATIONS

Secular Franciscan servant leaders are often asked to make presentations to their fraternities or other groups. The suggestions that follow can be used for preparing long or short presentations. They follow a sequence from one to seven, but you will most likely go back and forth between steps as you modify your ideas.

1. Select and narrow the subject

- Is your subject appropriate to the time and place?

2. Determine your purpose

- Do you want to inform or persuade?
- What goal do you wish to accomplish in the presentation?
- State the guiding thought you wish to communicate

3. Analyze the audience and the occasion

- What is the size, age, education, cultural and ethnic background, etc., of the audience?
- What is their probable knowledge of the subject?
- What might they believe and value regarding the topic?
- What is their attitude toward you?
- What is their attitude toward the subject?
- What is the nature and purpose of the occasion?
- What will precede and follow your presentation?
- What will be the physical arrangements? (time of day, etc.)?

4. Gather material

- Make notes about what you already know.
- Read or talk to others to gather information and to gain insight.

5. Arrange and outline the points

- Arrange ideas in a clear and systematic order.
- Be sure that main ideas and sub-ideas relate directly to the purpose you established in number 2 above.

6. Plan your beginning and ending

- *Beginning*: establish a common ground of interest and understanding and point the audience toward the conclusion you ultimately hope to achieve.
- *Ending*: focus the thought of the audience on your central theme and purpose.

7. Practice the presentation

- Put your ideas into words and practice the presentation aloud.



[Adapted from *Handbook for Secular Franciscan Servant Leadership*, p. 103, by Deacon Dave & Thérèse Ream, O.F.S., Revised July 2017]