

## **Questions to ask when preparing for a public presentation**

### **To ask yourself**

#### **To ask of the presentation organiser**

- Why have you been asked to speak?
- What do they want you to speak about?
- What is the context?
- Who are you speaking to; who is the audience?
- What does the audience already know about this topic?
- Will the audience be made up of specialists in this area or generalist?
- Will the audience be there by choice or do they have to be there?
- Will the audience be there for the entire presentation?
- How small/large will the audience be?
- How long have you got to speak?
- Will there be room for a question and answer section at the end of your presentation? How much time is allocated for this?
- Who are the other speakers?
- What are they speaking about?
- What is the venue?
- Is it formal/casual?
- Will you be on a stage/floor?
- Will there be a lectern?
- Are you expected to use a microphone?
- What sort of facilities are provided e.g. computer, projector etc

### **Your audience**

- Remember – they don't have to LOVE you but you do need to HOLD their attention.
- The audience is not the enemy. They want you to do well. They want to hear a good presentation/speech.

