

Creating Presentations using KeyPrep

GUIDELINES FOR SUCCESS

Whether you are preparing a presentation, for an interview or to deliver a major speech there are 2 fundamental areas of the communication that you need to get right: **Structure** and **Content**.

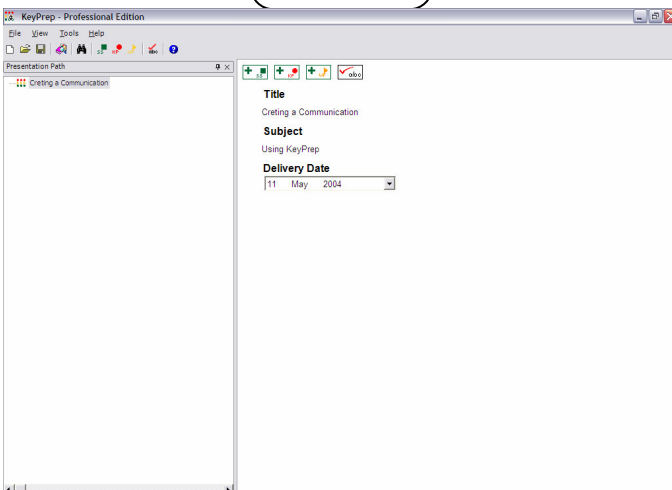
Based on this, when creating a presentation, there are two common problems that KeyPrep can help to avoid: Visual aid overload, also known as 'Death by PowerPoint' and a lack of focus and direction.

You can have the best structured presentation in the world, but if there is not enough evidence to support your presentation then it will appear less effective

In the same way, you can have all the relevant evidence but if the structure and flow is not correct then the presentation will, once again, be ineffective.

KeyPrep provides 5 simple steps to help you overcome these problems.

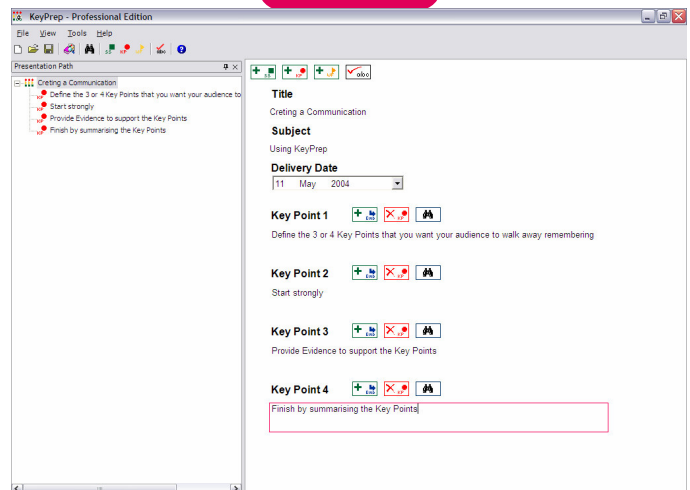
Task 1 Basic Details



In this first task you need to define the **Title**, **Subject** and **Delivery Date** for your Presentation.

In our example we are going to look at Creating a Communication Using KeyPrep

Task 2 Key Points



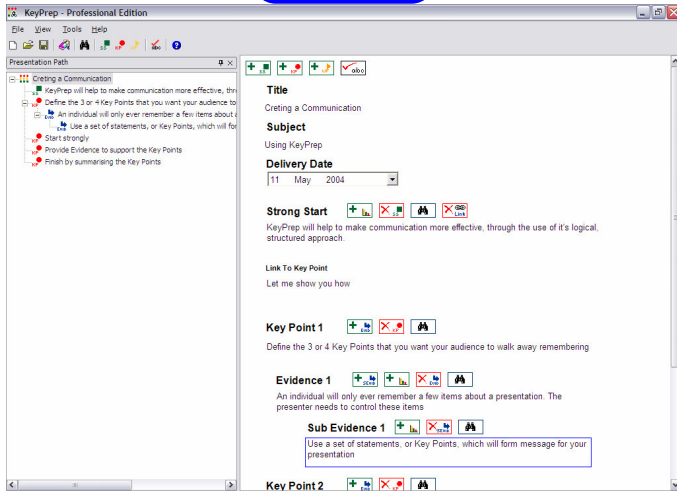
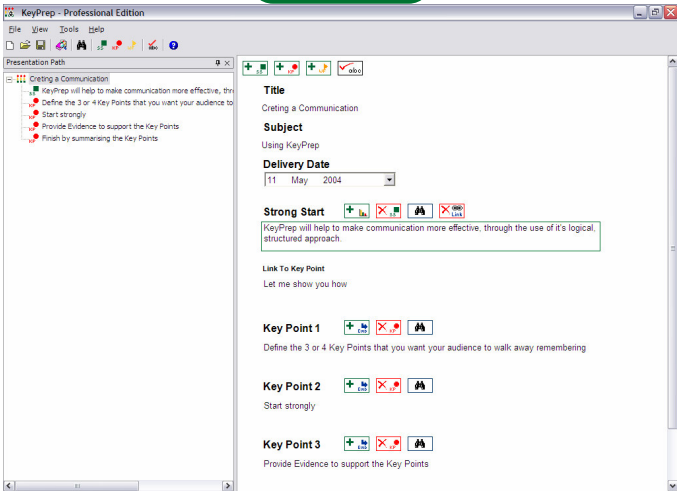
Next you need to add the **Key Points** to your presentation.

These **Key Points** are the statements that you want your audience to walk away remembering, so try to limit the number to 3 or 4. We will support these with Evidence later.

In our example above we have defined four Key Points about the subject Using KeyPrep

**Task 3
Strong
Start**

**Task 4
Evidence**



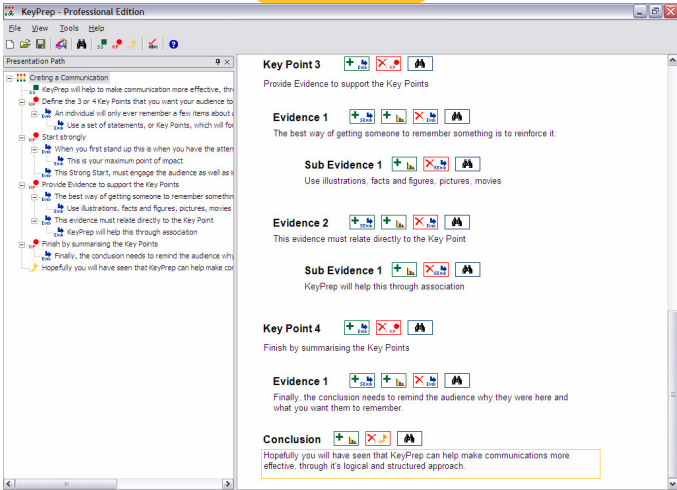
Next we need a good **Strong Start** or introduction. The reason we have the introduction after defining the Key Points is that it is much easier to introduce the topics once you know what those topics are.

We also provided a **Link to Key Point**, to help with the flow of the essay, tying the Strong start to the first Key Point.

Next we need to add some **Evidence** or content to our subject areas. These should directly support the Key Points and be clear and easily understood.

This Evidence will reinforce your Key Points helping to provide a well thought out discussion or argument.

**Task 5
Conclusion**



Finally you need a **Conclusion**. This should be used to draw out the Key Points again and provide a closing summary that refers back to your Strong Start.

Pulling it all together

As you can see, KeyPrep has helped to create a well structured presentation in a very short period of time, without ever once opening an application like Microsoft PowerPoint.

Where you go from here is entirely up to you. You

You can generate a set of speakers notes out in Microsoft Word (**File -> Generate Output -> Notes**)

You can now look at each evidence point and decide if you really need a Visual Aid. If you do, you can elect to add an existing PowerPoint slide or a photo, movie or sound clip. You can also add a blank PowerPoint slide and edit it to create a new slide. Then, you can generate a set of PowerPoint slides (**File -> Generate Output -> Screen Show / Printed Slides**)

Finally, if you want, you can dump everything into Microsoft PowerPoint (**File -> Generate Output -> Dump To PowerPoint**)

No matter which, KeyPrep will quickly and easily help you to gather together and organise your thoughts into a well structured presentation with a good balance of Key Points and Evidence.



Transforming random ideas into order™

68 Chandos Place, London, UK, WC2N 4HG Tel: 44 (0)20 7836 5575 Email: education@keyprep.com