Class presentation outline (slide by slide)

A slide plan to fill in before you open slide software. Follow your instructor's time limit and marking rubric first.

NAME _____ DATE _____

Before you start: Time limit: [minutes] · Number of presenters: [number] · Rubric checked: [yes or no]

Audience and one-sentence message: [what they should remember]

Slides: 1. Title: [topic], [names], [course code], [date]

2. Why it matters: [problem or question, one image or number with its source]

3 to 5. Main points: [one idea per slide, a short heading, three bullets at most]

6. Example or data: [chart or case, source under it]

7. Conclusion: [answer to the question on slide 2]

8. References: [in the citation style your course uses]

9. Questions

Speaker notes: [Who presents which slides]

[Timing per slide]

[Two questions you expect and your answers]

Final checks: Readable from the back of the room · alt text on images · file name: [course]-[group]-[date]

Replace every [bracket] with your own words.