
OPENING & CLOSING YOUR PRESENTATION



OPENINGS

If a presentation was a meal, then the opening is like the starter (whetting the appetite)...

- ✓ Summary/Sign post
- ✓ Question
- ✓ Story
- ✓ Fascinating Fact
- ✓ Compliment
- ✓ Quote
- ✓ Poll
- ✓ Bang



CLOSINGS

... and the closing is like the dessert (leaving a sweet taste in the mouth).

- ✓ Loop to opening
- ✓ Summarise
- ✓ Motivating statement
- ✓ Repeat main point
- ✓ Quote
- ✓ Question
- ✓ What/Why (WIIFM)
- ✓ Bang



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