

WEEK 7 – Term 3 - IB2 Class – Adding your “AGENDA” to your slides

- *Today, we are going to add your 3- point AGENDA to your TWO slides.*
- *Then, you will present your data using your AGENDA **plus** your TWO slides consecutively.*
- *So, how do you make your 3 - point agenda?*

Agenda Template

Agenda

1. Slide Title #1
2. Slide Title #2
3. Q and A

Agenda Script: (10 - point technique)

1. Good morning. /Good Afternoon.
2. **Let me introduce myself.** My name is (First/Last name)
3. **Thank you for coming today.**
4. Here is **today’s agenda.**
5. **First,** I will present, (**Slide Title #1**)
6. **Then,** I will present, (**Slide Title #2**)
7. **Finally,** we will have time for Q and A.
8. **This is our agenda** for today.
(Pause THREE seconds)
9. Okay. **Let’s start** with our **first agenda item,** (**Slide Title #1**)
10. **I’d like to draw your attention to this** slide/chart/graph/diagram....

Preparation Time:

Now take a few minutes to prepare your data:

1. PREPARE and make your agenda.
2. PRACTICE saying your agenda script including your TWO slide titles at least **3 to 5 times.**
3. Then, present your agenda and two scripts with a partner.
4. Good luck!

Homework

- Type and PRINTOUT two documents :
- 1. 3 – point agenda
- 2. 10 – point script
- 3. Also, bring your TWO slides, agenda, and script to the next class.
- Good luck!