# How to Prepare for a Group Presentation

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Have you ever struggled in preparing a group presentation to its best? Well, if you are, I have a few tips to share with you. In this advice sheet, I will give you the steps you need to create a simple but flawless presentation, some tips in general for the presentation and the things you would like to include in some of the slides.

First and foremost, you need to follow clear steps when preparing a group presentation. This ensures the presentation is ready, even if something unexpected happens. The first step is to organise it so the parts that the presentation consists of have one or more slides of their own, so that nothing would be less explained than others and they wouldn’t be in random order. Second, you need to fill all the information in, preferably with subheadings so that readers could understand it better. Then, you can make in more visually appealing if you have time, while still keeping the organisation perfect. So, following these three steps are one of your keys to success.

Next, you should also follow my tips, in addition to the steps. My first tip is to prepare the presentation on a platform that is easy to access. This means that when setting up on stage, it wouldn’t be so difficult for you to start your presentation. If it needs to be shared, others can sign in quickly, saving time. My second tip is to provide an overview of your presentation at the start. This could help people understand your presentation better, instead of not knowing what you are talking about. Last, you need to practice it. This will make the presenting process more natural since you already practiced it before. Therefore, these tips will get you to the top of the mountain in preparing a presentation.

Last but not least, you need to know what elements to include in your presentation. It is always best to start with an introduction, as it allows the viewer to understand the purpose of the presentation. Then you can move into the main part of the presentation, which will vary depending on your topic. For example, you could be asked to provide a presentation on global warming. Then you will need to explain what it is, the aspects of it that are negative and positive and how it happened. Without this, the presentation wouldn’t be very helpful. Finally, you will need a conclusion. This summarises the points you’ve made, giving the viewer another overview—this time with the details. So, this structure will help you provide a perfect presentation.

In conclusion, I have given you three key aspects of a presentation that you need to do in your preparation. Follow the steps, use the tips and the structure I’ve given to lock in your successful presentation. So, why not try out those now?