Turning a Paper into a Presentation

A presentation is like writing a “reverse outline” because the information already exists in an organized paper.

- The speaker simply needs to pull it back out and possibly reorganize it.
- Then, the speaker needs to create an outline using **key-words** or **phrases**, not full sentences.

Here are five simple steps to create an effective presentation:

1.) Determine the **purpose** of the presentation (persuade, inform, explain, entertain?).

2.) Identify the **main points** (3-5).

3.) Write the **introduction** (Attention getter, Motivation, Credibility, Preview of main points, Thesis statement).

4.) Write the **conclusion** (Signal the conclusion, Restate the main points, Relate back to the introduction, Challenge the audience).

5.) Insert **transitions**.

How do I determine which main ideas from my paper to use in the speech:

- Identify the **central themes** and ideas of the paper; find all **main points**.
- Categorize these points into **3-5 overlying themes** that best support the speech’s purpose.
- Other main points then become **supporting details** for the main points.