**Presentation Guide for Dental Assistants 2007**

**Introduction**

Answer the question: How can I best describe what my presentation will be about? You might include a map of your presentation on a PowerPoint slide.

This presentation will cover …

**Body - give each section a heading**

Answer the question: What might my audience not understand in my presentation?

There are some complex terms to define …

1. ...
2. ...
3. ...
4. ...

**Details**

Answer the question: What examples can I provide for the audience so they can see a clear picture of what I am presenting?

A good example of this is …
Another heading
Answer the question: What examples of real life incidents and materials can I use to illustrate my ideas?
There are a range of tools used for ...

The final body heading
Answer the question: What interesting anecdotal evidence can I describe for my audience to make them really understand the importance of what I am saying?
Once when we were in the middle of a complicated procedure, I looked up and saw ...

Conclusion
Answer the question: In what ways does my material connect have an impact on our future work in the dental surgery and can we be better prepared for our future?