Start with a **Title Slide**. The title slide should include your name and the title of your presentation.

Your second slide should be a **Table of Contents**. List what topics you will present.
Your third slide should be the first topic from your list of topics. Add specific information below.

Your fourth slide is your second topic from your list of topics. Add specific information to the bullets below. Continue creating new slides until you have finished with your list of topics.

TIPS FOR AN EFFECTIVE PRESENTATION

*Don’t copy information. You must use your own words in a presentation. When you copy information from books, it can be very complicated. If you don’t understand what you are explaining, your audience won’t. Also, copying information is illegal. You can copy facts, but you cannot copy sentences.

*Don’t put too much information on one slide. Use notes. You can always add extra information as you speak.