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The introduction for your talk

This is like telling the group where they will be travelling today and what they will be seeing.

- ! Say Good Morning/Afternoon.
- ! Introduce yourself.
- ! Inform people of your topic and why you have chosen it (make it interesting).
eg. "We're going to be looking at diabetes, one of the biggest health problems in Australia's aged, and how it might affect you if you are elderly."
- ! Summarise your main areas.
eg. "I'll be covering 3 main points in my presentation..."
- ! Say when people can ask questions.
eg. 'Please feel free to ask any questions at the end'
or 'Please feel free to ask any questions as I go along.'

Body of your talk

This is like giving a commentary on what the group is seeing on the tour.

- ! Give the main points of what is interesting about your topic, not too much detail, even though you may know a lot more.
- ! Be logical-