Tips for Shaping Researched Content into a Presentation

As you gather your information, take time to do more than copy and save relevant passages.

(1) First, summarize or write-up only the best information that you find *in your own words*
(2) Next, sort this best info. into relevant categories (listed below)
(3) Then, choose one of the tried-and-true outlines (listed below)
(3) Finally, use your outline to write your presentation script.

Step #1: Sort your information into categories, for example:

- **The journalist's 5W's** (plus H) categories: Who? What? Why? When? Where? How?

- **The 5W's revised**: Concentrate on one or two of the "W's" for background information, and emphasize an opposing, open-ended "W." (For example, for background information, use: "*Who* is ISIS & *Where* are they operating?" For the open-ended, controversial part of the topic, use "*Why* ISIS is [or is not] a threat to the US?")

- **Narrative & sequential categories**: Put the information into a time line, which is good for: biography; plot line; character changes; viewer or listener experiences in sequence, etc. (For example: Trace the sequential actions of a main character and focus on points of change.)

- **Analytical categories**:
  - Generally known information &/or background information
  - Recent new facts and important examples
  - A credible accepted analysis, interpretation or stance
  - **Controversial aspects of the topic, &/or opposing stances on these controversies

- **Analytical categories by areas of study:**
  - Each area of study has its own elements of analysis. For example:
    - Literary analysis: the plot line, the characters, the narrator, the imagery, the genre, etc.
    - Visual art: the subject matter, the form, size, & impact, the medium, other constituent parts (color, shape, shadows), the genre, the time period, etc.
    - Music: the melody, rhythm, harmony, texture, genre, etc.
    - Other subject areas: Check with the course coordinator to see if a relevant set of questions or a template is available.

Step #2: Revise this information into a tried-and-true presentation outline:
- Option: An outline to surprise your audience, for example:
  - One new or surprising example or relevant personal story
  - Essential background information
  - An unresolved or central controversy
  - An analysis that helps resolve the controversy
- Option: An outline to support an argumentative stance or a surprising interpretation:
  - Opening hook or central question
  - A short statement of a stance to answer the question
  - Three – four supporting ideas for your stance in your own words, each with relevant examples & data.
  - Short recap with a final memorable fact or prediction about the issue.