



Break Down Complex Topics

DID YOU REMEMBER? Reduce jargon & use metaphors and analogies

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TOPIC: _____

Who is my audience?

Age? Education level?
Baseline knowledge?

Key Concepts:

Don't forget time constraints!
You can't present it all!

Subtopics (place X next to interesting but extraneous info)

Present concepts in small batches:

Draw a diagram of how topics flow into each other,
in the order they will be in your presentation.

Consistency through repetition:

What are your key jargon phrases you want your audience to remember? What are the phrases you'll repeat to lock in that phrase?

Jargon

Simplification