

- 1.** Give short to answers the following questions:
 - i. Why are presentations made?
 - ii. Preparation is key to a successful presentation - discuss.
 - iii. Why are visual aids so important? Provide examples of helpful visual aids.

- 2.** Starting a presentation with a question can be particularly effective. Explain why, then provide several sample questions that could be used to start a presentation (choose your own topic).

- 3.** Select six of the guidelines for creating PowerPoint presentations in the learning resources and discuss their importance.