SKILL 3

THE MAIN BODY:
Guidelines for preparing your presentation

Selling the primary theme of your talk

With the completion of both the power opener and connector, your presentation is now ready to progress into the main body of your talk. This is a crucial phase, since you are now know more about what is being presented. In essence, the main body is a completion of the key points you wish to present. Depending upon the type of presentation, the main body can vary in length from just a few moments to over one hour. Note the multiple purposes it serves:

- ♦ It provides a smooth entry into the main reason for your talk, offering (where appropriate) pertinent examples, facts, and figures.
- ♦ It reinforces your viewpoint to the audience with emphasis on key points
- ♦ It demonstrates a clear rationale for the presentation itself by working though the communication process in a clear, orderly fashion.

Here is the presenter's talk would look when broken down into key summary points and descriptions of visual aids:

Summary Points	**Visual Aids**
Main body:	**Transparency 4:**
PROPOSED REVISIONS	**PROPOSED REVISIONS**
Performance Criteria	♦ **Use of performance criteria**
♦ Defined for each major job description	♦ **Major job classifications**
♦ Mutually Participative	♦ **Highly participate**
♦ Exception report to smooth out disagreement	♦ **Exception report**
♦ Areas of improvement to be jointly determined	**Transparency 5:**
♦ New system ties performance directly to	**PROPOSED REVISIONS**

compensation	**(Continued)**
♦ End of "hit or miss" method	♦ **Improvement areas** ♦ **Performance and compensation** ♦ **A fairer system for all** ♦ **No more "short in the dark!"**