

# How to Structure a Presentation

## Introducing the 3S Structure

One of the most important parts of a good presentation is a clear structure. A commonly used and effective structure is called the 3S structure.

It is called the 3S structure because:

**S**ay what you are going to say (Introduction + signposts)

**S**ay it

**S**ay that you said it (Conclusion + thanks)

Suggested structure	Suggested target language
<b>Say what you're going to say</b>	Today I'm going to talk to you about _____ (#) things, _____, _____, and _____.
<b>Say it</b>	First...  Second...  Third...  Finally...
<b>Say that you've said it</b>	Today I've told you about... In conclusion...  Thank you for listening, I'd be happy to take any questions you might have.