# 301 Horizontal Planning Template

Use the template to plan your presentation, beginning in the middle with the key sections (not usually more than three main areas) and working your way outwards to complete the introduction and conclusion sections.

| Title: | | | Time limit: | |
|---|---|---|---|---|
| **Introduction** | **Section/theme 1** | **Section/theme 2** | **Section/theme 3** | **Conclusion** |
| Hook:<br><br><br><br><br><br>Summary: | | | | Summary:<br><br><br><br>Implications: |
| …….mins | ….mins | ….mins | ….mins | ….mins |
| **References:** | | | | |

A 301 Academic Skills Centre resource
Visit www.sheffield.ac.uk/ssid/301 for more information