

## Graphs and Charts?

Every chart needs to have a caption. A caption tells us about the chart. If you display data which does not belong to you pl give the source of the data. Graphs and charts need to have a title, a caption and a source (if data is extracted from somewhere else).

### Concluding slides

Finally you need to have concluding slides which are effective and make a strong statement. The concluding slide should have the agenda for which the meeting took place. Summarise the main points. People should be able to co-relate your NGO to something. That recall should go here in the mind. And finally if you have a specific agenda define the next steps. Example next step could be audience coming to visit the NGO. By doing this you try to keep the engagement going. If there are no follow ups after the first meeting then it's over. You will not get a second meeting. Never end the presentation abruptly. Always have place for question and answer. Say thank you and question and answer. Remember the final slide should have your contact details.