

Build a useful PPT draft in 5 minutes

A five-slide presentation draft with a clear message, useful evidence and a next step. Five minutes is a practice target; polished design and fact-checking can take longer.

Timed steps

- Minute 1 - Define the decision: write your audience, purpose and the one action you want after the presentation. Example: a small business owner deciding whether to trial an appointment reminder workflow.
- Minute 2 - Plan five slides: 1) the decision or recommendation; 2) the current problem and evidence; 3) your proposed approach; 4) benefits, limitations and controls; 5) the next action, owner and date. Use a message as each slide title, rather than a vague topic.
- Minutes 3-4 - Build in an existing PowerPoint or compatible presentation template. Put one main point on each slide, use two or three short supporting points, and add one meaningful visual where it helps. Replace missing facts with clearly labelled placeholders; never invent statistics.
- Minute 5 - Read the deck in order. Check that every slide supports the decision, text is readable, numbers have sources, and the final action is clear. Save the editable PPTX; export a PDF if your application supports it.

Worked example

Slide 1: Trial appointment reminders with staff approval. Slide 2: Missed appointments create unused capacity; baseline still needs measurement. Slide 3: Send a reminder after booking and before the appointment. Slide 4: Measure attendance and complaints; obtain appropriate messaging consent. Slide 5: Choose an owner and run a small controlled trial before expansion.

Optional AI prompt

Create a five-slide outline for [audience] to decide [decision]. Use only these supplied facts: [facts]. For each slide give a message-led title, up to three short points and a suggested visual. Label missing evidence. Include limitations and a specific next action. Do not invent numbers or citations.

Your practice task

Create the five-slide draft for a low-risk proposal you understand. Explain your recommendation aloud in 60 seconds. If a slide does not help the audience understand or decide, revise it.

Check your work

Can the audience identify the recommendation, its evidence, its limitations and the next step? Are all factual claims sourced or labelled as unverified? Does the editable file open correctly?

Learning comes before credentials. Completing this reading alone does not issue a certificate. Programme assessment and practical requirements apply.