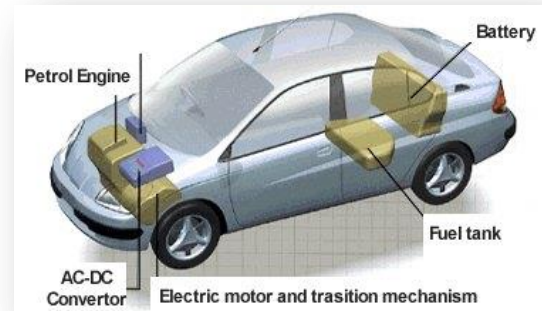


## Ordering a presentation

The first step in preparing any talk is to make notes of the things you want to say and to put these notes in the best order.



**Decide what is the best order to present these points in a student talk on hybrid cars.**

| Order | Sentences                                   |
|-------|---|
|       | a) Why are hybrid cars becoming popular?    |
|       | b) How is the battery charged?              |
|       | c) What is a hybrid car?                    |
|       | d) When are both the engine and motor used? |
|       | e) The future of hybrid cars                |
|       | f) When is the petrol engine used?          |
|       | g) Some popular makes                       |
|       | h) the two basic types                      |
|       | i) When is the electric motor used.         |