



AI TOOLS SERIES · PRESENTING

No. 59



Present, Convince.

*A talk, a pitch or a defense that
holds attention from start to finish.*

10 prompts to frame the message, structure, illustrate,
persuade and handle questions, with AI.

Free for the SYSTINFO community

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GOOD TO KNOW

AI gets you ready to speak.

A good presentation is built, not improvised. In 2026, an AI (ChatGPT, Claude, Gemini, Le Chat) becomes your rehearsal partner: it sharpens your message, orders your ideas and drills you on the hard questions. It does not speak for you, it gets you ready to speak. Three reflexes to start with.

- **One key message**

Decide what the audience must remember in a single sentence. Let the AI help you word it before any slide exists.

- **Speak to an audience**

Say who is listening and what they already know. A talk aimed at everyone reaches no one in particular.

- **Rehearse out loud**

The AI builds the content, but conviction comes from you. Practise for real, out loud, against the clock.

The right reflex: one message, one audience, then the slides.

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THE METHOD

Five moves, ten prompts.

A convincing presentation rests on five simple moves: frame the message, structure the plan, illustrate, persuade and handle questions. These 10 prompts walk with you from the blank page to the moment you step on stage.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Frame**

· 2 prompts

02 **Structure**

· 2 prompts

03 **Illustrate**

· 2 prompts

04 **Persuade**

· 2 prompts

05 **Anticipate**

· 2 prompts



The Key Message

PROMPT TO COPY

Role: you are a demanding public speaking coach.

Context: I am preparing [presentation] for [audience], in [time].

Task: help me word the single message they must remember.

Format: give three one-sentence versions, clear and memorable, then say which is strongest and why.

What you get

A clear compass before the first slide. A talk with one message stands up, the rest scatter.



The Audience Profile

PROMPT TO COPY

Role: you are an expert in audience-tuned communication.

Context: my audience is [who], they know [level of topic].

They expect [expectation], they fear [objection].

Task: tell me how to tune my talk to this audience.

Format: what to explain, what to skip, the right tone, and the opening line that will land with them.

What you get

A talk tuned to the people listening. Aiming at the real audience beats reciting all you know.



The Three-Act Plan

PROMPT TO COPY

Role: you are an architect of clear presentations.

Context: my key message is [sentence], for [audience], [time].

Here are my raw ideas: [list].

Task: sort them into a simple, logical plan.

Format: three titled parts, two or three points each, with the suggested time per part.

What you get

A thread the audience follows with ease. A three-part plan is easy to hold and easy to deliver.



The Narrative Thread

PROMPT TO COPY

Role: you are a specialist in stories that grab attention.

Context: here is my plan: [paste it]. Topic: [theme].

Task: turn this plan into a story that hooks.

Format: a starting problem, a tension, a resolution,
with one transition sentence between each part.

What you get

Linked ideas, not a flat list. A talk that tells something sticks better than a string of bullet points.



One Slide, One Idea

PROMPT TO COPY

Role: you are a designer of clean, readable slides.

Context: here is my part [title] and its points: [paste].

Task: propose the content slide by slide for this part.

Format: for each slide, a short title, three bullets max, and the visual idea to show. No paragraphs.

What you get

Clean slides, one idea at a time. An overloaded slide makes people read instead of listen, keep it light.



The Vivid Analogy

PROMPT TO COPY

Role: you are a teacher who makes the complex simple.

Context: I must explain [difficult idea] to [audience].

Task: find an everyday image that makes it obvious.

Format: two or three simple analogies, then explain in one line why each one lights up the idea well.

What you get

The hard point becomes clear. A good everyday image explains in ten seconds what a long speech muddles.



The Opening Hook

PROMPT TO COPY

Role: you are a speaker who can open in ten seconds.

Context: topic [theme], audience [who], key message [sentence].

Task: propose a hook that grabs from the first sentence.

Format: three possible openings, a question, a strong number, a short story, and say which fits best here.

What you get

An audience hooked from the first line. The first ten seconds decide whether they listen or drift.



The Proof and the Ask

PROMPT TO COPY

Role: you are a strategist of persuasion.

Context: I want to convince [audience] of [message or action].

Task: strengthen my case with solid proof.

Format: two or three arguments each backed by a fact or example, then a clear call to action for the close.

What you get

An argument that holds and a clear close. Concrete proof convinces more than a claim, end with a clear ask.



The Tough Questions

PROMPT TO COPY

Role: you are a panel member testing my presentation.

Context: here is my message and my plan: [paste].

Task: ask me the hard questions I am likely to face.

Format: five questions from easiest to trickiest, then a short, honest line of answer for each one.

What you get

No question catches you off guard. Preparing objections ahead turns the dreaded moment into a strength.



The Timed Rehearsal

PROMPT TO COPY

Role: you are a rehearsal coach who watches the clock.

Context: I must fit [time], here is my plan: [paste].

Task: help me rehearse and keep to the timing.

Format: the suggested time per part, what to cut if I run over, and three tips for a calm, steady delivery.

What you get

The big day fits the time given. Rehearsing with a timer stops the last-minute rush and steadies you.



THANK YOU · GOOD LUCK



One sentence, a big thank you.

These cards are offered to you, with no advertising. Our only reward is your gratitude.

Give us 30 seconds

Take a moment to thank us on one of our networks. A public word, even a short one, encourages us to keep supporting you, one tip at a time.

Scan to join us and to say thank you



WhatsApp



Mattermost



LinkedIn



Facebook