**When you are assigned an important presentation for work or school, do you prefer to work on it right away so that you can work on it a little bit every day, or wait until you have a good idea about the presentation?**

**Nowadays, Presentations are of chief importance in a work or an academic environment, and preparation is the single most crucial part of making a successful presentation. Some people think they should wait until they have a very bright and worthwhile idea about their presentation assignment. Personally, However, I think it’s a really wise idea to start working on preparation for the presentation immediately after we are assigned to do that. I feel this way for two main reasons, which I will explain in the following essay.**

**First of all, in order to make a prosperous presentation there are series of steps, such as selecting a convenient topic, analyzing the audience, preparing content of presentation, etc., which a student or a company’s employee should follow, and this process takes time. Usually presentation assignments have a certain and fixed due date. Therefore, amount of time that we spend on preparation is really important. spending more time on preparation will lead to make a better presentation and prevent possible problems from occurring such as stress and anxiety. To shed more light on the matter, consider a person who is assigned to deliver a talk on a specific matter. If he/she starts working on preparation early, he will have more available time to focus on the topic. also, he/she probably considers every important aspect of preparation.**

Secondly, people who commence preparing for presentation early are more likely to include more sufficient data and creative materials in their presentation, and to use effective methods to convey information to their audience. For instance, a student who has spent a great deal of time on researching a specific topic, has obtained a lot of information and knowledge about the topic of presentation and he/she is more likely to prepare an organized collection of slides for his/her presentation which contains reasonable and reliable data, also spending considerable amount of time with focus on a topic activates the creativity of the student and leads to make a better presentation.

In conclusion, I strongly believe that when a person has assigned to deliver a presentation he/she should begin working on preparation immediately after he is assigned. This is because spending more time on preparation will result in successful presentation that is coherent and embraces all of the important details which are meaningfully related to each other, and also takes advantage of an appropriate way of transmitting information.