**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?**

*Use specific reasons and examples to support your answer.*

There is no shortage of opinions on the ways that students or employees could communicate their potential to their teachers or chairmen. One of these ways is to give a decent presentation about their field of interest. For preparing such a presentation, there are various techniques which have been proven to be effective. No one can deny that there are both positive and negative aspects of organizing a presentation in a short time. If I were forced to choose, I would definitely prefer to take my time and prepare it in the long term. It is my firm belief for several reasons, and I will develop these ideas in the subsequent paragraphs.

First and foremost, when you have enough time to prepare a lecture, you are able to do it without stress. As you might know, there is always a due day to give a presentation, and as we get closer to it, stress gets over us. Therefore, it somehow negatively affects our performance, concentration and finally, the result of our hard work. So imagine what would happen if a person tries to do all these works in a limited time. He would sacrifice his other works to make some free time to work on his presentation, and since he would be under indescribable pressure, he could not do his best. As a result of poor preparation, he would lose his chance to make a good influence on his bosses or teachers. Recently, a national wide survey on postgraduate students has shown that ninety percent of students who had enough time to prepare their lectures and other assignments not only enjoy better mental and physical health but also are more successful in their academic lives than others who did not have. It is certainly clear to see why students or employees should work on their lecture in the long term, so they can do it out of pleasure, not out of pressure and have an opportunity to make a good impression.

Secondly, as long as a presenter has a reasonable amount of time, he is able to give comprehensive and up-to-date work. Because he could look up information using a wide variety of sources, such as the internet-based databases, libraries, and even going to see professors. In contrast, when it is a matter of time while he is preparing for a lecture, he would just put together every apparently relative information from every source regardless of their validity. I have to admit that my opinion on this matter has been profoundly influenced by my own personal experience. I had a professor who always teaches us updated information, whereas, in almost all other classes, we would not learn anything new but some old stuff from the Stone Age. One day I asked my professor what his secret of being such a fruitful teacher in his field of study is. He said, “I am not just a teacher; I am also a student who spends lots of time searching and going through various sources to find novel information. Then, I teach my students what I have learned, which make me feel efficient”. Therefore, as I learned from my professor, if I want to have a successful presentation, I should dedicate my time to it.

To make a long story short, I believe that we should take our time to prepare a lecture because a decent lecture would not come out over a night. In this way, a lecturer could work on his presentation without feeling under pressure. Besides, he would do it comprehensively by using various and up to dated sources.