**PRESENTATION OUTLINE**  **Your Team:**

|  |  |
| --- | --- |
| [**TITLE**](http://sana.hut.fi/en/981303/title.html) | Use the same title on your cover slide………………………………………………. |
| [**AUDIENCE**](http://sana.hut.fi/en/981303/ppt/chp13/sld013.htm) | Analyze your non-expert audience, its knowledge of the subject and attitude towards your topic………………………………………………………………………………  …………………………………………………………………………………….. |
| **RELEVANCE** | Ensure your audience will understand how this relates to them and the world in which they live. (e.g., what unsatisfactory situation would be improved by this solution?). How can you make your presentation effective using pathos, ethos and logos?  …………………………………………………………………………………….  ……………………………………………………………………………………. |
| **PURPOSE** | Make your purpose clear: is it to motivate the audience, to change their opinions, or take action? Are you suggesting a plan of action or promoting a particular viewpoint?  ……………………………………………………………………………………  ……………………………………………………………………………………. |
| **THESIS/CLAIM** | Make your thesis or claim clear: what is true/false about your topic/scenario and how does your solution improve/ solve the situation/problem?  ………………………………………………………………………………….  …………………………………………………………………………………. |
| **PATTERN** | Problem-solution |

**………………………………………………………………………………………………………………**

**INTRODUCTION**

|  |  |
| --- | --- |
| **Capture attention** | Why/how is your topic relevant to the listeners? “What’s in it for them?” What attention-grabbing strategy will you use?  ………………………………………………………………………………………………………………  …………………………………………………………………………………………………………….. |
| **Establish credibility** | Who are you? Name, major subject, university and school -> on title slide too! Do you have any experience/ qualifications that can enhance your credibility?  ……………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………… |
| **State your topic and purpose** | ….also indicate how your topic connects with the attention-capturing idea. What do you wish to achieve with your talk (solve the problem in your scenario) or enable your audience to do with this info?  **…………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………..** |
| **Preview main points** | How have you divided up your talk? Briefly name the main topic areas 1,2,3 (include all aspects of expertise (design, technology, business) in your group).  …………………………………………………………………………………………………………….  ………………………………………………………………………………………………………….. |

*(****Transition phrase****: previewing your first main point)*

**BODY OF TALK**

1. **First topic area (heading of 1st main point) ………………………………………………** 
   1. Subtopic one ……………………………………….
   2. Subtopic two ………………………………………
   3. Subtopic three ……………………………………..

*(Transition phrase: previewing your second main point)*

1. **Second topic area (heading of 2nd main point) ………………………………………..**
   1. Subtopic one ……………………………
   2. Subtopic two ……………………………
   3. Subtopic three ………………………….

*(Transition phrase: previewing your third main point)*

1. **Third topic area (heading of 3rd main point)**
   1. Subtopic one ……………………………
   2. Subtopic two ……………………………
   3. Subtopic three …………………………..

*(Transition phrase: signal the close of your talk)*

**CONCLUSION**

* **Summarise your main points and restate your key message** (recommendation, purpose?)

……………………… ……………………………

* **Return to the theme of the introduction** (and encourage action or suggest steps for implementing this solution). Think of some strategies for linking the conclusion back to the introduction
* **Provide links for further study**

**…………………………………………………………………………………………….**

* **Invite questions** (Show that you are interested in hearing your listeners’ questions).

………………………………………………………………………………………………..

**REFERENCES** Links to sources that you have used to prepare this presentation and where the audience can find further information on your topic.