Presentation outline **YOUR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| [**TITLE**](http://sana.hut.fi/en/981303/title.html) | This would normally also appear on your cover slide. |
| **[AUDIENCE](http://sana.hut.fi/en/981303/ppt/chp13/sld013.htm" \t "_self)** | Analysis of the non-expert audience, its knowledge of the subject and attitude towards your topic. |
| **RELEVANCE** | Don't assume your audience will understand why your subject is important to them. Explicitly tell them how this relates to them and the world in which they live. (e.g. what unsatisfactory situation would be improved by this solution? |
| **PURPOSE** | Is your purpose to teach or explain a new concept, to update existing knowledge or describe how something works? Or is your goal 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** | Full sentence that narrows your focus, issue, or topic (e.g., recycling paper): What are you claiming that is true/false about your topic or would be better/worse using the proposed ‘solution’ |
| **PATTERN** | Problem-solution, chronological, topical, spatial, etc. |

**………………………………………………………………………………………………………………  
INTRODUCTION**

|  |  |
| --- | --- |
| **Capture attention** | What situation and problem is your topic relevant to? Why/how is your topic relevant to the listeners? “What’s in it for them?” |
| **Establish credibility** | Who are you? Name, major subject, university and school -> on title slide too! |
| **State your topic and purpose** | ….also tell what your topic has to do with the attention-capturing idea. And what do you wish to achieve with your talk 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 |

*(****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; what have we learned today?)  
- **Return to the theme of the introduction** (attention capturing/purpose…and, for example, encourage action or suggest steps for implementing this solution)  
- **Provide links for further study**  
- **Invite question** (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.