**Yourname**:

Title of the presentation

**INTRODUCTION**

**Capture audience’s attention:** (Why is your topic relevant or important for the audience? What is the industry current situation? What problems have resulted from their current practices?)

**Establish credibility:** (Who am I? Why should they believe me?)

**Purpose:** (What solution are you presenting that will help the science or industry to overcome/avoid their problem?)

**Overview:** (How have you divided up your talk? Briefly list your main topic areas: 1, 2, 3)

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

**BODY**

1. **FIRST TOPIC AREA**
   1. Sub-topic one
      * + sub-item
   2. Subtopic two
      * + sub-item

*(****Transition phrase:*** *Restate-forecast)*

1. **SECOND TOPIC AREA**
   1. Sub-topic one
      * + sub-item
        + sub-item

*(****Transition phrase****: Restate-forecast)*

1. **THIRD TOPIC AREA**
   1. Sub-topic one
   2. Sub-topic two

*(****Transition phrase****: signal move to the conclusion)*

**CONCLUSION**

**Summarize the main points:** (What has the audience learned today about each of your topic areas?)

**Estimate feasibility:** (Which option is best? Why is it the best choice?)

**Return to the client’s problem or need:** (How will the listeners’ world be changed by your innovation?)

**Encourage action:** (Suggest steps for implementing this new solution)

**Encourage questions:** (Show that you are interested in hearing your listeners’ questions)