**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?) |
| **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 ( Write this part in in full sentences as you’re planning to say it, if possible)**

|  |  |
| --- | --- |
| **Capture attention** | 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 (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 (Use headings only)**

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**  **( Write this part in in full sentences as you’re planning to say it, if possible)**

* **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)
* **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.