**Yourname**:

Title of the presentation

**INTRODUCTION**

**Capture audience’s attention:** (What is the current situation the audience needs to understand? Why should the audience care about this? Is there a weakness / problem that you could emphasize? Something that the audience can relate to )

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

**Purpose:** (What does your presentation aim to do?)

**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?)

**Emphasize your purpose:** (What did this presentation aim to do again?)

**Encourage action:** (Suggest further steps, give further resources)

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