**YOUR NAME (Version 1)**

**TITLE:** This would normally appear on your cover slide

**AUDIENCE:** Analysis of the audience, its knowledge of the subject, interests and needs

**PURPOSE:** What is it that you want your audience to be able to do or know at the end of your talk?

**MAIN MESSAGE:** Full sentence on your focus, issue, topic or claim

**ANGLE:** Brief overview, specific, or indepth overview?

**PATTERN:** Topical, chronological, problem-solution, etc.

**INTRODUCTION**

**Capture audience’s attention** (Why is this relevant or important for them? What’s in it for them?)

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

**Overview** (How have you divided up your talk? What are your main topic areas: A, B, C?)

*(Transition phrase previewing your first main point)*

**BODY OF TALK**

**I First topic area**

1. Subtopic one
   1. Description
   2. Details
2. Subtopic two
   1. Description
   2. Details
3. Subtopic three
4. Subtopic four

*(Transition phrase previewing your second main point)*

**II Second topic area**

1. Subtopic one
   1. Facts
   2. Description
2. Subtopic two

*(Transition phrase previewing your third main point)*

**III Third topic area**

1. Subtopic one
2. Subtopic two
3. Subtopic three

*(Clear transition to the close of your talk)*

**CONCLUSION** (Do NOT introduce new ideas!)

**Return to the story, problem, or question  
 Summarise the main points** (What have we learnt today: A, B, C?)

**Restate your main idea or purpose** (Why have I been telling you this?)

**Challenge your audience to take action** (What should they do with this new information? Next steps?)

**Provide resources for further information**

**Thank everyone for attending and offer to take questions**

**BIBLIOGRAPHY**