**PRESENTATION OUTLINE**  **Your presentation:**

|  |  |
| --- | --- |
| [**TITLE**](http://sana.hut.fi/en/981303/title.html) | ……………………………………………………………………………………………………………………………. |
| [**AUDIENCE**](http://sana.hut.fi/en/981303/ppt/chp13/sld013.htm) | Who is your audience? Analyze your audience, its knowledge of the subject and attitude towards your topic.  …………………………………………………………………………………………………………………………………………………………………………… |
| **RELEVANCE** | How will you ensure your audience will understand how the presentation relates to them and the world in which they live. (e.g. what unsatisfactory situation would be improved by this solution?)  …………………………………………………………………………………………………………………………………………………………………………… |
| **PURPOSE** | What is your purpose? 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?  …………………………………………………………………………………………………………………………………………………………………………… |
| **PATTERN** | What pattern will you follow? Problem-solution, relative advantages, straw man etc.  ………………………………………………………………………………………………………………………………………………………………………….. |

**………………………………………………………………………………………………………………**

**INTRODUCTION**

|  |  |
| --- | --- |
| **Capture attention** | Why/how is your topic relevant to the listeners? “What’s in it for them?” What is your attention grabber?  …………………………………………………………………………………………………………………………. |
| **Establish credibility** | How will you establish credibility?  …………………………………………………………………………………………………………………………… |
| **State your topic and purpose** | What does your topic have 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  ……………………………………………………………………………………………………………………………. |

*(****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**

* **How will you Summarise your main points and restate your key message** (recommendation, purpose?)

……………………………………………………………………………………………………………………………

* **How will you 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.