YOUR FAMILY NAME **(Version 1)**

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| [**TITLE**](http://sana.hut.fi/en/981303/title.html)**:** | This would normally also appear on your cover slide. |
| [**AUDIENCE**](http://sana.hut.fi/en/981303/ppt/chp13/sld013.htm)**:** | Analysis of the audience, its knowledge of the subject, interests and needs. |
| **RELEVANCE** | Don't assume your audience will understand why your subject is important to them --tell them why it's important. Explicitly tell them reasons why they should spend the next few minutes listening to you instead of daydreaming about something else. |
| **GENERAL** [**PURPOSE**](http://sana.hut.fi/en/981303/ppt/chp13/sld004.htm)**:** | To teach something new; explain how to do something; describe how something works; or update knowledge (e.g., recycling). |
| [**SPECIFIC**](http://sana.hut.fi/en/981303/thesis.html) **PURPOSE:** | Full sentence that narrows your focus, issue, or topic (e.g., recycling paper): What is it that you want your audience to be able to *do* or *know* at the end of your talk? |
| **PATTERN** | Topical, spatial, chronological, problem-solution, etc. |

**INTRODUCTION**

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

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

**Purpose:** (What do you hope to accomplish?)

**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**

1. **First topic area**
   1. Subtopic one
      * 1. Description
        2. Details
   2. Subtopic two
      * 1. Description
        2. Details
   3. Subtopic three

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

1. **Second topic area**
   1. Subtopic one
      * 1. Facts
        2. Description
   2. Subtopic two

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

1. **Third topic area**
   1. Subtopic one
   2. Subtopic two
   3. Subtopic three

*(****Transition phrase****: signal the close of your talk)*

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

**Summarize the main points** (What have we learned today: A, B, C?)

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

**Return to the story, problem, or question**

**REFERENCES:**

Pennington, K. (2007). *Outline template for informative Presentations.* Retrieved January 30, 2007, from Helsinki University of Technology, Language Centre Web site: <http://sana.hut.fi/en/981302/outline_template.doc>