

Outline

1. Introduction (Tell them what you will tell them)
 - a. Greeting
 - b. Opener
 - c. Topic Statement
 - d. Preview
 - i. Point A
 - ii. Point B
 - iii. Point C
 - iv. Point D
2. Body (Tell them)
 - a. Point A
 - i. Detail 1
 - ii. Detail 2
 - b. Point B
 - i. Detail 1
 - ii. Detail 2
 - iii. Detail 3
 - c. Point C
 - i. Detail 1
 - ii. Detail 2
 - iii. Detail 3
 - d. Point D
 - i. Detail 1
 - ii. Detail 2
 - iii. Detail 3
3. Conclusion (Tell them what you told them)
 - a. Signal phrase
 - b. Review
 - i. Point A
 - ii. Point B
 - iii. Point C
 - iv. Point D
 - c. Closer
 - d. Thanks

Introduction

1. Greeting – to calm your nerves and connect with the audience
2. Opener – to grab the audience’s attention
3. Topic statement – to tell the audience the main subject of your presentation
4. Preview – to give a “roadmap” of the main points you will include

Conclusion

5. Signal phrase – to make it clear that you’re going to finish soon
6. Review – to remind the audience of the main points
7. Closer – to leave the audience with a final memorable thought
8. Thanks – to show appreciation to the audience for listening to you