

Presentation Outline

Topic: _____

Introduction

Include all the 3 aspects
of an introduction

I. Attention Grabber (Use question, sayings or tell a story)

II. Reveal topic (tell audience your topic)

III. Preview of points (Outline)

Label your body clearly.

Body

First main point with sub-
points/examples

I. Main Point 1 (with sub-points and example)

Transition to signal a change
from the 1st main point to the
2nd main point.

II. Main Point 2 (with sub-points and example)

Second main point with sub-points/examples

Another transition that signals a change from the 2nd point to the final point.

Second main point with sub-points/examples

III. Main Point 3 (with sub-points and example)

Final transition to signal a change from body to conclusion

Label your conclusion clearly.

Conclusion

Note the concluding signal (e.g. To conclude, In sum, All in all, etc) is incorporated in the summary of main points.

I. Summary of Main Points

Final statements to end your presentation. (Usually suggestions)

II. Concluding remarks

You may end with an attention grabber or punch lines as well.

III. Punch lines (optional)

Note: When you present as a group, divide the body section accordingly to allow each member to present 1 point.