

To design your presentation, write down your ideas for each component below. If useful, you can then further develop your body on the back of this sheet.

Attention getter		A way to lead the audience to the need efficiently
Need		A difference between actual and desired situations
Task		What I decided/was asked to do to address the need
Main message		The one sentence I want my audience to remember
Preview		A map of the body (ideally three points, max. five)
Point 1	1	
Transition	2	
Point 2	3	
Transition	4	
:	5	
Review		A recap of the body, leading into the conclusion
Conclusion		What the above means to the audience in the end
Close		A way to end the presentation clearly and elegantly