

# The Only Presentation Outline You'll Every Need (TOPOYEN)

## Introduction

Attention grabber: (elevator speech, engaging story, participatory exercise with audience)

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Purpose/Goal for speaking \_\_\_\_\_

Benefit to audience for listening \_\_\_\_\_

Credibility – who are you and why should I listen to you? \_\_\_\_\_

Thesis: \_\_\_\_\_

Preview of main points/messages

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Transition: \_\_\_\_\_

## Body of Your Presentation (Engaging detail and intrigue abound...)

Main point/Message 1. \_\_\_\_\_

Support a (story, example, statistic) \_\_\_\_\_

Support b (story, example, statistic) \_\_\_\_\_

*Transition* \_\_\_\_\_

Main point/Message 2. \_\_\_\_\_

Support a (story, example, statistic) \_\_\_\_\_

Support b (story, example, statistic) \_\_\_\_\_

*Transition* \_\_\_\_\_

Main point/Message 3. \_\_\_\_\_

Support a (story, example, statistic) \_\_\_\_\_

Support b (story, example, statistic) \_\_\_\_\_

*Transition* \_\_\_\_\_

Conclusion (summarize purpose and main points)

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Impactful close (statement, rhetorical question, quote, request)

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