

Presentation Outline Template

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

Purpose / Goal / Benefit to audience

Thesis

Preview of main points (add as needed)

1.

2.

3.

Body of Your Presentation (Use engaging details. Add Main points and Supports as needed)

Main point 1

Support a (story, example, statistic)

Support b (story, example, statistic)

Main point 2

Support a (story, example, statistic)

Support b (story, example, statistic)

Main point 3

Support a (story, example, statistic)

Support b (story, example, statistic)

Conclusion – Summarize purpose and main points

Impactful close (statement, rhetorical question, call to action)
