

Presentation Structure Templates

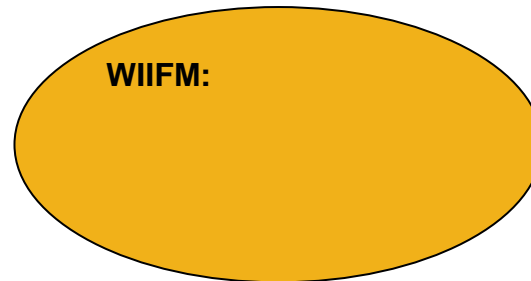
1. Making a strong opening

Feel free to change the order of the components. Read aloud to find out what sounds like a natural flow.

1. Spice
2. Personal Introduction – Name/Role
3. Subject – What's the main purpose of your presentation?
4. Audience Benefit/Motivator/Key message – restate it as in the closing
5. Rules of the Road – Taking questions – if and when
6. Route Map – Keep to 3 main points and give a title/headline for each point a) b) c)
7. The Caveat: do you need to address issues according to different groups within your audience?

Keep a clear and engaging middle

Your Mind Map Template



...and a linear way to organise your thoughts if you need to.

1. a)

b)

2. a)

b)

3. a)

b)

3. Creating a Strong Ending

Conclusion: create a strong ending – this is the final impression you leave your audience

1. Summary: Use the three legs of your spider to create two sentences that will encapsulate what you covered and your slant on it.

2. Audience Benefit/Motivator/Key message: what's in it for your audience?

3. Action Step: A final thought to leave with your audience or what you would like them to do or think now

