

Class Presentation Outline

(Not for SPD121:Public Speaking use)

Step No. 1 – Start with something memorable or exciting like a story; quote; little known fact; etc.:

Step No. 2 – Preview your presentation points (like a thesis statement: today, I will talk about...):

Step No. 3 – Main Point One:

Step No. 4 – Transition (Now that we have covered X, let's talk about Y):

Step No. 5 – Main Point Two:

Step No. 6 – Transition again if you are going to have a third main point and continue this pattern; if no third main point move directly to Step No. 7

Step No. 7 – Start the conclusion (wrap it up quickly, folks!):

In conclusion, today I told you about _____

Step No. 8 – End with something memorable or exciting just like you did in the beginning:

