

Basic Presentation Outline

When giving an oral presentation, it is a good idea to have an outline. An outline helps to:

- ground you
- keep you on topic
- remember all of your main points

An effective outline is just that - an outline - not the entirety of what you want to say.

Points on an outline do not need to be whole sentences, instead *use cue words that represent ideas*. This way you can easily glance at your paper and know where you are in your presentation and where you want to go next. Each person should adapt their outline to match their presentation and train of thought.

Every presentation ought to have an introduction, a body consisting of main points and ideas, and a conclusion. This structure should be represented in your outline.

- Use your introduction to greet your audience and tell them what you are about to cover.
- The body of your presentation contains the bulk of your talk: your main ideas and supporting points.
- The conclusion briefly restates your main point and concluding statements. Be sure to wrap up neatly, a nice way to do this is by thanking your audience.

Sample Outline

INTRODUCTION

- I. Attention-getter:
- II. Central Idea:
- III. Establish credibility and relate topic to audience:
- IV. Preview the main points:
- IV. Transition:

BODY

- I. Main Point: (A declarative sentence about the first main idea for your topic)
 - A. Supporting point
 - 1. Sub-supporting point
 - 2. Sub-supporting point
 - B. Supporting point:
 - 1. Sub-supporting point
 - 2. Sub-supporting point

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Jin-Ying Zhang



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