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, which is 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.

**Brainstorm & create an outline for your presentation**

**Introduction**

I. Attention-Getter

II. Central Idea/Mission of the Presentation

III. Establish the credibility and relate topic to audience

IV. Preview the main points

V. Transition (Optional)

**Body**

I. Main Point One (A declarative sentence about the first main idea for your topic.)
   a. Concrete Detail
      i. Commentary
      ii. Commentary
   b. Concrete Detail
Transition:

II. Main Point Two (A declarative sentence about the first main idea for your topic.)
   a. Concrete Detail
      i. Commentary
      ii. Commentary
   b. Concrete Detail
      i. Commentary
      ii. Commentary

(Additional Main Points can be added as needed)

Transition:

**Conclusion**

I. Summary of main points