Template for Speaking Notes

Opening paragraph

› outlines the topic or main point of the presentation

› provides an overview of the content of the presentation

› captures the theme of the presentation with a powerful statement or question

Body

› A series of paragraphs which flow from the opening paragraph supporting its main point in a logical order. For example, you can build on your topic with some background or history, add some information that supports the theme of your topic, and present an update on the status of your topic to date. Be sure to let your audience know what, if anything you want them to do, to support the topic being presented.

› These paragraphs should contain examples and facts to build support for your topic.

› There should be a minimum of three supporting ideas/themes that build on the topic of the presentation.

› When flowing from one idea to another it is important to use a transitional sentence so the audience understands the shift from one topic to the next.

Concluding Paragraph

› briefly summarizes the main points of the presentation

› reiterates the objective of your presentation and what you want from your audience

› makes concluding remark(s)