

The Outline Plan

This resource is useful if you are to deliver a presentation. By doing some pre-planning, thinking about the outcomes, outlining the points you wish to make and thinking of anything memorable that you can include, you will maximise your chances of delivering an effective and informative presentation.

The Structure

Aim – main message:

What do I want to achieve as a result (outcomes)?

1. _____
2. _____
3. _____

The title:

What major points or issues may be relevant?

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-
-
-
-
-

For each point or issue, note down 2-3 supporting points

1 a _____
b _____
c _____

2 a _____
b _____
c _____

3 a _____
b _____
c _____

4 a _____
b _____
c _____

5 a _____
b _____
c _____

6 a _____
b _____
c _____

- 7** a _____
b _____
c _____
- 8** a _____
b _____
c _____

List ideas for an exciting or memorable opening:

- 1.** _____

- 2.** _____

- 3.** _____

List ideas for a memorable ending:

- 1.** _____

- 2.** _____

- 3.** _____
