Developing Content: Outlining a Presentation

Background Information
What information does the audience need before even getting started? Assume they don’t know as much as you, but keep the audience in mind. Don’t spend valuable time covering information that they should reasonably already know.

Motivation
Why should the audience care? Start by deciding why you care and allow it to develop from there.

Information
Use this space to keep track of the details you need to include so you can fully convey your point.

Conclusion
Think about how you can best wrap things up without just abruptly ending. You want them to care until you’ve finished talking.

Take-Away
Settle on a few things that you would most want the audience to remember (and keep in mind that the smaller this number is, the better!)