Organization of an Oral Presentation

**Speech Goal:** Statement of purpose or what you would like to accomplish in presentation.

I. **Introduction**
   
   a. **Attention getter:** Something to grab audience attention and gain their interest in the topic. Examples include: quotes, stories, statistics, objects, audience participation, rhetorical questions, etc.
   
   b. **Credibility/Relevance:** What makes you a credible speaker on the topic and what makes the topic relevant to audience?
   
   c. **Preview of Main Points:** List your upcoming main points.

II. **Body (should contain 3-5 main points)**
   
   a. **Point 1**
      
      i. Subsequent/supporting information
      
      ii. Other supporting information
      
      iii. (transition to next point so audience knows you are about to move to new/different information)
   
   b. **Point 2**
      
      i. Subsequent/supporting information
      
      ii. Other supporting information
      
      iii. (transition to next point so audience knows you are about to move to new/different information)
   
   c. **Point 3**
      
      i. Subsequent/supporting information
      
      ii. Other supporting information
      
      iii. (transition to next point so audience knows you are about to move to new/different information)

III. **Conclusion**
   
   a. Recap/restate main points
   
   b. **Final statement should tie into attention getter or leave audience with a bang! Avoid using phrases such as “That’s it.”**