##### format guide

**Objective Statement** (Not to be said to audience)

Speaker (Who am I as the presenter?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time frame:

Audience:

Realistic Goal:

Audience Action:

##### Opener

Attention Grabber

Motivation Statement

Points Preview

Question & Answer Statement

##### Body

State Point One

Support/Discuss the Point

Transition

State Point Two

Support/Discuss the Point

Transition

State Point Three

Support/Discuss the Point

##### Close

Attention Check

Points Review

Answer Questions

Final Statement