

# Organization of Your Presentations: Basic Outline Format

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Regarding your audience, purpose, or context, the following outline format will help you determine the best placement for information you need to convey. Remember to start with the body - people can wait for the information that helps them follow you, but basic flow ideas are related and related.

## I. Introduction

- A. Attention-getter (How will you make the audience interested and want to listen?)
- B. Establish credibility (Why are you qualified to speak on this topic?)
- C. Thesis (What is the main focus of your presentation?)
- D. Preview (What will your main points be in this presentation?)

## III. Body

### A. First main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

### B. Second main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

### C. Third main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

Etc.

## II. Conclusion

A. Restate to the audience that you've finished with your main points.

B. Preview your main points.

C. Provide closure.

patterns that you can use to decide what

The reading that follows describes several types of organizational

R., & Rubenstein, H. (2007). *A speaker's*

your main points will be. It is an excerpt from: O'Hair, D., Stewart,

St. Martin's.

guidebook: [reference](#) (3 e.) Boston: Bedford-









Whatever the structure, simply telling a story is no guarantee of giving a good speech. Any speech should include a clear thesis statement.

Arrangement Formats and Audience Diversity

The way you organize your ideas affects your audience's understanding of them. Any time you speak, you are speaking from a cultural perspective.

Although the case dominates the traditional arrangement, the case dominates the traditional arrangement.

Listeners and give less to those who are not familiar with the subject.

measured. The traditional arrangement is the most common.

speaks in a way that is more direct and more concise.

making the connections among the main points. For these audiences, a traditional arrangement such as the narrative or the circular pattern may be a better choice.

Public speaker Anita Taylor illustrates her thesis that the U.S. economy would not be what it is today without the help of "homeworkers" in a speech entitled "Tales of the Grandmothers."

She uses a circular pattern to organize her speech, starting with a story about her grandmother and ending with the same story.

She uses a variety of signposts to help her listeners stay on track.

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