

1. [Title] GREETING AND PREVIEW
2. [Text] INTRODUCTION & IMPORTANCE
  - a. State what you wish your listeners to do with the information you present
  - b. Tell why this information will be useful to your listeners
3. [Bullet] MAIN POINTS
  - a. State your major points and indicate that you will elaborate on each
4. [Text, Data or Combo] SUPPORT EACH MAIN POINT
  - a. Provide supporting data, illustrations, examples, etc. for each main point
  - b. Use a variety of support types to hold listener interest
5. [Bullet] SUMMARISE THE MAIN POINTS & CALL FOR ACTION
  - a. Review each briefly
  - b. Call for Action - ask listeners to DO something