Talk Template

Pretalk Prep

Audience
Title
Purpose
Structure

Introduction

Connect
Capture Audience
Purpose
Overview
Benefit

Body

Transition
1st Main idea: Supporting, details, examples
Transition
2nd Main Idea: Supporting idea, details, examples
Transition
3rd Main Idea: Supporting ideas, details, examples

Conclusion

Summary
Wrap UP: Restate Purpose, Restate Benefit
Close, call to action

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