

# Talk Template

## Pretalk Prep

Audience  
Title  
Purpose  
Structure

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## Introduction

Connect  
Capture Audience  
Purpose  
Overview  
Benefit

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## Body

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

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## Conclusion

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