To design your presentation, write down your ideas for each component below. If useful, you can then further develop your body on the back of this sheet.

Attention getter — A way to lead the audience to the need efficiently

Need — A difference between actual and desired situations

Task — What I decided/was asked to do to address the need

Main message — The one sentence I want my audience to remember

Preview — A map of the body (ideally three points, max. five)

Point 1 — 1

Transition — 2

Point 2 — 3

Transition — 4

⋮ — 5

Review — A recap of the body, leading into the conclusion

Conclusion — What the above means to the audience in the end

Close — A way to end the presentation clearly and elegantly

Adapted from Jean-luc Doumont, *Trees, maps, and theorems* (Principiae, 2009). © 2009 by Principiae. All rights reserved. Can be downloaded from www.treesmapsandtheorems.com.