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**
- **Need**
- **Task**
- **Main message**
- **Preview**
  - A way to lead the audience to the need efficiently
  - A difference between actual and desired situations
  - What I decided/was asked to do to address the need
  - The one sentence I want my audience to remember
  - A map of the body (ideally three points, max. five)

- **Point 1**
  - **Transition**
  - **Point 2**
  - **Transition**
  - **Point 3**
  - **Point 4**
  - **Point 5**

- **Review**
- **Conclusion**
- **Close**
  - A recap of the body, leading into the conclusion
  - What the above means to the audience in the end
  - A way to end the presentation clearly and elegantly