

Don't Lose Your Train of Thought

Get the audience's attention.

Let them know where you are headed.

Introduce first key point.

Use a transition as you introduce this idea.

Present supporting information.

Introduce second key point.
Use a transition as you introduce this idea.

Present supporting information.

Repeat first key point if necessary.

Introduce third key point.

Use a transition as you introduce this idea.

Present supporting information.

Repeat other key points if necessary.

Introduce fourth key point.

Use a transition as you introduce this idea.

Present supporting information.

Repeat other key points if necessary.

Conclude.

Remind the audience where you have been.

Finish on a positive note.