

DRAFT O-B-C Formal Presentation Outline**Audience:** _____**Decision:** _____**OPEN:****Purpose:** State the decision the audience can make as a result of this presentation
_____**Grab attention:**
_____**Overview Key Points:**

_____**BODY:****Key Points:** Decision Factors/Criteria/Considerations/Topics

• Key Point: _____

• Key Point: _____

• Key Point: _____

Q&A**CLOSE:****Recap Key Points:**

_____**Call to Action:**
