

Audience: _____

Single Objective: _____

OPEN:

Objective/Purpose: State what the audience will be able to say, do or decide.

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: _____