

General

This is the subtitle

Introduction

- State the purpose of the discussion
- Identify yourself

Topics of Discussion

- State the main ideas you'll be talking about

Topic One

- Details about this topic
- Supporting information and examples
- How it relates to your audience

Topic Two

- Details about this topic
- Supporting information and examples
- How it relates to your audience

Topic Three

- Details about this topic
- Supporting information and examples
- How it relates to your audience

Real Life

- Give an example or real life anecdote
- Sympathize with the audience's situation if appropriate

What This Means

- Add a strong statement that summarizes how you feel or think about this topic
- Summarize key points you want your audience to remember

Next Steps

- Summarize any actions required of your audience
- Summarize any follow up action items required of you