

# Organization of Your Presentations: Basic Outline Format

will help you determine the best placement for information you need to convey. Remember to start with the body - people are more likely to remember information if they know how ideas are related and related information helps them follow you. Use basic flow ideas are related and related information helps them follow you.

Regarding your audience, purpose, or context, the following outline format will help you determine the best placement for information you need to convey. Remember to start with the body - people are more likely to remember information if they know how ideas are related and related information helps them follow you.

## I. Introduction

- A. Attention-getter (How will you make the audience interested and want to listen?)
- B. Establish credibility (Why are you qualified to speak on this topic?)
- C. Thesis (What is the main focus of your presentation?)
- D. Preview (What will your main points be in this presentation?)

## II. Body

### A. First main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

### B. Second main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

### C. Third main point

- 1. Supporting materials/ideas
- 2. Supporting materials/ideas

Etc.

## III. Conclusion

A. Restate to the audience that you've finished with your main points.

B. Preview your main points.

C. Provide closure.

patterns that you can use to decide what

R., & Rubenstein, H. (2007). *A speaker's*

St. Martin's

The reading that follows describes several types of organizational

your main points will be. It is an excerpt from: O'Hair, D., Stewart,

guidebook: *Text Reference* (3rd ed.). Boston: Bedford-









Whatever the structure, simply telling a story is no guarantee of giving a

good speech. Any speech should include a clear thesis statement and a clear conclusion.

Arrangement Formats and Audience Diversity

the way you organize your ideas affects your audience's understanding of them.

Understanding of them. AHA! her research on the way we organize relationships

shows that the chronological arrangement is the most common, but it's not the best.

These cultures generate very different views of time because of their different

conceptions of time. In some cultures, time is seen as a straight line, while in others

it's seen as a circle. My grandmother's story illustrates the points I want to make

about the importance of transitions. In making several previews, she

uses signposts to help her listeners stay on track.

Public speaking, such as the one in the speech entitled "Tales of the Grandmothers," professor of communication Anita Taylor illustrates her thesis that

the way we organize relationships affects our understanding of them.

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