Presentation Blueprint

title
- First impressions matter
- Use words that get audience's attention
- Include graphical element[s] to support

intro
- What's in it for me? [WIIFM]
- Tell a story/make it relatable
- Let them know what to expect

topic 1
- Keep essential content only
- Nice to know/need to know
- When in doubt, leave it out

transition

topic 2

transition

topic 3

transition

topic 4

transition

Presentation Blueprint [cont.]

topic 5	• Keep essential content only • Nice to know/need to know • When in doubt, leave it out

transition

topic 6	

transition

topic 7	

transition

topic 8	

q&a	• Final questions and answers • Do it before the conclusion • Prepare common questions

concl	• Summarize main points • Reconnect with audience • End on most important