**Presentation Script**

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| **Name:** | | **Adm. No:** | **Tutorial group:** |
| **Title:** | | | |
| **Introduction** | | | |
| **Attention Getter** | **Get attention and build rapport with the audience**  Examples:   * Relate a personal experience. ​​ * Tell a story or anecdote.​ * Reveal something about yourself.​ * Ask a thought-provoking question.​ * Show an image, photograph or an object.  ​ * Reveal something not commonly known. ​ * Use a quotation etc. | | |
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| **Main Message** | **What is the main message?**  E.g.: "Although procrastination is generally viewed negatively, it does have some potential benefits." | | |
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| **Body** | | | |
| **First Main Point** | **Signal the start of the first main point**  **Signpost Language: E.g.:**   * Firstly,… * To begin.. * I will begin with… * Any statement that signals the first main point | | |
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| **Second Main Point** | **Signal the transition to the second main point**  **Signpost Language: E.g.:**   * Next… * Now… * The second…. is…. * Moving on, I'd like to * What's the ….? It is… * I'd now like to discuss the second.... which is… * Any statement that signals the second main point or connects it to the first | | |
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| **Third Main Point** | **Signal the transition to the third main point**  **Signpost Language: E.g.:**   * Thirdly,… * Lastly,… * Finally,… | | |
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| **Conclusion** | | | |
| **Reiterate Main Message and 3 Main Points** | **Signal the conclusion**  **Signpost Language: E.g.:**   * To conclude… * In conclusion... * In summary.. * To sum up…etc. | | |
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| **Action Ending** | **End with a memorable statement that makes the listener think, feel, act or changes their perception of things**   * A quotation ​ * A poignant, moving or challenging statement**​**     **Challenge the listeners to do something.**   * Spend more time with family members ​ * Visit a historical place ​ * Try a new sport or hobby  ​ * Join a group that does good etc. | | |
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