# What is your key message?

|  |  |
| --- | --- |
| **Key message** |  |
|  |
|  |
| **Main points** |  |
|  |
|  |
|  |
|  |

# A possible structure

|  |  |  |
| --- | --- | --- |
| **Intro** | **Capture listeners’ attention** |  |
|  |
| **State purpose** |  |
|  |
| **Brief outline of the talk** |  |
|  |
| **Body**(number of points will vary) | **Main point 1** |  |
|  |
| **Transition point** |  |
|  |
| **Main point 2** |  |
|  |
| **Transition point** |  |
|  |
| **Main point 3** |  |
|  |
| **Transition point (to conclusion)** |  |
|  |
| **Conclusion** | **Summarise the main points/findings**  |  |
|  |
| **Reiterate the purpose and demonstrate how it was met** |  |
|  |
| **Thank and invite questions from the audience** |  |
|  |