# What is your key message?

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| **Key message** |  |
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| **Main points** |  |
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# A possible structure

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