**Presentation outline template**

Delete the example text and use this template to help you plan your presentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Slide number** | **Section** | **Main points to cover**  Note down key points only that will appear on your slides. | **Script**  Write a brief script about what you will say for each slide. Use this script as a prompt only. | **Visual aides / imagery**  List visual aides / imagery that you will include on your slide. Visual aides should add meaning to the messages you are trying to portray. |
| 1 | Introduction | *Example*  Outline of presentation   * Background information * How I completed my project * What I found out * What this means | *Example*  Thank you for attending my presentation. Today I will talk about a research project I conducted that looked into sustainable practices within a local New Zealand business. I will talk you through the following points. |  |
| 2 | Body |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 | Conclusion | *Example*  Key takeaways   * *List 3 to 5 key takeaways* | *Example*  *Provide a summary of key points, leave the audience with 3 to 5 key takeaway messages and thank them for their attention.* |  |