



How to Structure a Presentation: Open – Body – Close Structure

- For information about how to structure a presentation, visit www.mindtools.com/structurepresentation.

This worksheet will help you create a rough draft for your presentation. We'll focus on the Body first, and then look at your Introduction and Conclusion.

Body

List up to five key points for your presentation, and write them in the box below.

1.
2.
3.
4.
5.

Your key points require support and research to back them up. For each of the points you listed above, think about the data and research you'll use to add credibility to each. Write your sources or thoughts below.

Main Point	Supporting Information or Research
1.	
2.	
3.	
4.	
5.	



Introduction

Your introduction can include:

- Humor.
- A compelling story.
- A rhetorical question.
- A short video or animation.
- A strong or unexpected statement.
- A challenge or appeal to your audience.
- A quotation or example.
- An appeal to your audience's self-interest.
- A request for a specific action.
- Suspense.

Below, list which of these attention-getting tactics you'd like to use in your introduction.

Now, look at the main points you just identified. Below, write out a rough introduction to your presentation.

Conclusion

Below, write out a conclusion for your presentation. Summarize your main points again, and leave your audience with a good lasting impression of you (perhaps by telling an inspiring or humorous story, or quote).