**Oral Presentation Outline Format**

**Introduction**

I. Attention-getting statement - gain the attention of the audience by using a quotation, telling a brief story or humorous anecdote, asking a question, etc.

II. Thesis statement - state the specific purpose of your presentation here.

III. Preview statement - overview of all of your main points.

**Body**

I. First main point

A. Subpoint

1. Sub-subpoint

2. Sub-subpoint

B. Subpoint

1. Sub-subpoint

2. Sub-subpoint

3. Sub-subpoint

II. Second main point

A. Subpoint

1. Sub-subpoint

2. Sub-subpoint

B. Subpoint

1. Sub-subpoint

2. Sub-subpoint

3. Sub-subpoint

C. Subpoint

Note: The number of main points, subpoints and sub-subpoints you use will vary depending on how much information you have to convey and how much detail and supporting material you need to use. Subpoints and sub-subpoints are comprised of the supporting material you gather in your research.

You should rarely have more than five main points in any presentation.

**Conclusion**

I. Summary statement - review all of your main points.

II. Concluding statement - prepare a closing statement that ends your presentation smoothly.