Recommend Organization of Speech

*Below is an outline or plan to help you organize the crucial information that must be shared during your presentation. This could work for a Prezi or website (Weebly), but there are many different options to use when it comes to the technology or visual tools you use (and don’t forget, you need TWO VISUALS!).*

1. **(Slide #1, Webpage #1, etc.)**

INTRODUCTION—have a creative lead, announce your topic, give your name.

1. **(Slides 2-5, Webpage #2, etc.)**

SHARE RESEARCH—Give 2-3 Key Facts, Statistics, Research Points about your topic

*Remember less text is better, or use pictures. Good presentations will have a lot of slides with short but big text, or key pictures.*

1. **(Several Slides, Webpage #3, etc.)**

SHARE YOU PLAN and Explain the following information…

1. Announce your plan
2. Announce the steps to make it work
3. Give Costs
4. Explain Needed Materials
5. State Goal(s)
6. Give Contact Information
7. **(Final Slide, Final Page, etc.)**

CLOSING—Do something interesting to close out the speech—maybe show a thoughtful picture, ask a question. Say thank you.