

## **Organize Your Presentations Suggested Outlines**

1. Quick Responses: PEP: Point (Statement of), Reason or Example, Restate Point
2. To give information: introduction, body, conclusion
3. To persuade (Monroe's Motivated Sequence)
  - a. Statement that gets attention
  - b. Statement or definition of the problem
  - c. Solution
  - d. Visualize their future, using your solution
  - e. Call to action
4. To respond to the problem
  - a. State the problem
  - b. Identify the cause of the problem
  - c. Discuss alternatives (three maximum)
  - d. Offer your recommendation
5. To Educate
  - a. Information
  - b. Exercise
  - c. Group sharing
6. To Entertain
  - Statement – story – transitional statement, OR
  - Statement – joke – transitional statement
7. When resistance to an issue is expected
  - a. Identify three common areas of agreement
  - b. Handle any objections, belief's, experiences
  - c. Present your position
8. To state your position on a controversial issue
  - a. Identify one existing view
  - b. Identify the other views
  - c. Offer your position
9. Questions from the audience
  - a. Restate the question
  - b. Use PEP outline
10. When presenting an award:
  - a. Refer to the occasion
  - b. Remind everyone why they are gathered
  - c. Explain purpose of the award
  - d. Pay tribute to the recipient
  - e. Ladies & gentlemen please join me in honoring our.....