



THE INTRODUCTION & CLOSING

Your introduction should have at least 3 of the following elements:

NOTES

Interest – Make sure you create interest in the first few seconds, start with a bang!

Need – Make sure your audience wants to pay attention

Topic – Have you remembered to state your topic?

Range/Overview – Do you mention the range or overview of the main points?

Objective – if you have a purpose or objective you want to achieve with your talk, you can mention it here

Planning your closing

What will you say or do to close off your talk smoothly?



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