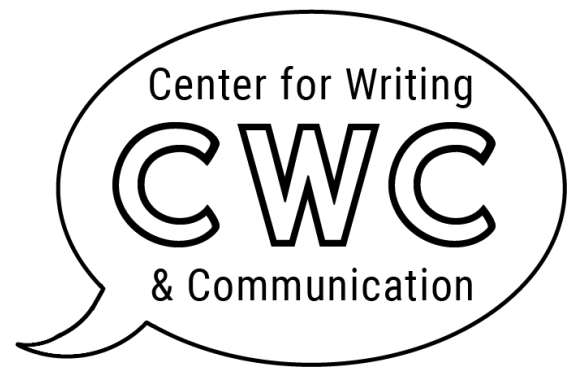


# Outline Check Sheet



After you've chosen a topic, determined what type of presentation you'll do, and picked an effective organization strategy, you will now need to focus on creating your outline! An outline will need to have all the important information that's in your presentation, including your thesis, main points, and conclusion. Below is a check sheet of all the necessary components of a great outline:

## Introduction

- Do you gain the audience's attention?
- Do you find a way to relate the presentation's topic to the audience?
- Do you have a clear and understandable thesis?
- Do you go over the main points of your presentation?

## Body

- Are your main points separated and easy to understand?
- Does your research back up your argument?
- Do you credit your sources?
- Do you make sure not to use logical fallacies?
- Do you transition between each point?
- Is your language understandable?

## Conclusion

- Do you transition effectively into your conclusion?
- Do you review your main points?
- Do you have an effective and memorable closing statement?
- For a persuasive presentation: Do you end with a call to action?