

Always plan in this order.
Always deliver from the top down and follow the LINKERS shown by the arrows (phrases to move on; "and next we come to"; "the next item is"; "in conclusion" etc).

6. Opening & Housekeeping

7. Attention Grabber

1. Subject

3. Agenda 1

3. Agenda 2

3. Agenda 3

4. Key Points

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4. Key Points

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4. Key Points

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5. Summary 1

5. Summary 2

5. Summary 3

2. Conclusion