

# Presentation - Make it easy for your listeners to follow



## Introduction - Tell them what you will tell them

Hello, my name is Miki Suzuki ... Good afternoon everyone. I'm Miki Suzuki... Hi, I'm Miki Suzuki, it's nice to see you all ...

Today I want to talk about ... I'd like to tell you about ... **Main topic**  
and what you will say about it **Sub topic 1 Sub topic 2 Sub topic 3**



## Main body - Tell them about it

Let's start with (**Sub topic 1**) ... *More information - explain everything*

Now let's move on to (**Sub topic 2**) ... *More information - explain everything*

Finally, (**Sub topic 3**) ... *More information - explain everything*



## Conclusion - Tell them again

So, just to remind you ... To summarize ... *repeat* (**Sub topic 1**) (**Sub topic 2**) and (**Sub topic 3**)

*conclusion - How you feel about it. Why ...*