

## Lamphills Template for Presentation on Public Speaking

### 1. Introduction

- Greeting
  - "Good [morning/afternoon/evening], everyone."
  - "Thank you for being here today."
- Self-Introduction
  - "My name is [Your Name]."
  - "I am [Your Position] at [Your Company]."
- Purpose of Presentation
  - "Today, I will be discussing [Topic of Presentation]."
  - "My goal is to [inform, educate, inspire, persuade] you about [specific aspect of the topic]."
- Agenda Overview
  - "Here's a brief overview of what we'll cover today:"
    1. [Point 1]
    2. [Point 2]
    3. [Point 3]
    4. [Conclusion and Q&A]

### 2. Body

- Point 1: [Title of Point 1]
  - Introduction of Point
    - "Let's start with [Title of Point 1]."
    - "This is important because [reason]."
  - Supporting Details
    - "According to [source], [detail]."
    - "For example, [anecdote or case study]."
  - Visuals
    - "As you can see in this [chart/graph/image], [explanation of visual]."
  - Transition
    - "Now that we have covered [Point 1], let's move on to [Point 2]."
- Point 2: [Title of Point 2]
  - Introduction of Point
    - "Next, we have [Title of Point 2]."
    - "This point is crucial because [reason]."

- Supporting Details
  - "Research from [source] shows that [detail]."
  - "To illustrate, [anecdote or case study]."
- Visuals
  - "Here is a [chart/graph/image] that demonstrates [explanation of visual]."
- Transition
  - "With that covered, let's proceed to [Point 3]."
- Point 3: [Title of Point 3]
  - Introduction of Point
    - "Finally, let's discuss [Title of Point 3]."
    - "This ties everything together by [reason]."
  - Supporting Details
    - "Experts from [source] state that [detail]."
    - "An example of this is [anecdote or case study]."
  - Visuals
    - "Notice in this [chart/graph/image], [explanation of visual]."

### 3. Conclusion

- Summary
  - "To summarize, we discussed [recap Point 1, Point 2, and Point 3]."
  - "It's clear that [key takeaway or message]."
- Call to Action
  - "I encourage you to [specific action related to the presentation]."
  - "By doing so, you will [benefit of the action]."
- Final Thoughts
  - "Thank you for your time and attention."
  - "I hope you found this presentation insightful and valuable."
- Q&A Session
  - "Now, I'd like to open the floor to any questions you may have."
  - "Please feel free to ask anything about today's topic."

### 4. Closing

- Final Thanks
  - "Thank you once again for joining me today."
  - "If you have further questions or would like more information, please don't hesitate to contact me at [your email address or contact information]."
- Farewell

- "Have a great [rest of your day/evening]!"
- "Goodbye, and thank you."