Outline

1. Intro Story
2. Tell us what you are going to tell us -
   1. Topic
      1. Point 1
      2. Point 2
      3. Point 3
3. Point 1
   1. Fact 1
   2. Fact 2
4. Point 2
   1. Fact 1
   2. Fact 2
5. Point 3
   1. Fact 1
   2. Fact 2
6. Tell us what you have told us.
7. What do you want the audience to take from your speech/paper.