Expository Communicator
I can prepare a presentation.

Use this guide to organize writing or speaking about any topic.

What’s the topic? ____________________________________________

What’s the focus—my idea? Write it in the circle.

What information is important to explain to make that idea clear? Note it on the lines. Number the lines—in the box at the end—in the order you will say or write this information.

How will I start?

How will I conclude?