English Language Management Tmi

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Introduction

Greeting
Purpose
How/how long?
Q&A policy
Link to 1st topic

Main Body

Each idea separate topic, each topic same structure
Topic introduction
Relevance
Detail
Main point
Link

Conclusion

Summary of main points
Recommendation(s)
Questions
Close

Western-style three-part presentation structure

Time and content ratio: Introduction - 10% (brief outline)

Main body - 80% (detailed explanation)

Conclusion - 10% (brief summary)

Confident communication by making every word count