

Organising your ideas

Choose a topic you're interested in and that you could **talk** about with a friend. For example, you could talk about a hobby, a fitness activity or an organisation you're involved with.

Now think of **five or six points** you could include in your talk.

Main points:	
•	•
•	•
•	•

Decide on the **best order** for your main points and make brief notes to expand on each one.

1.

2.

3.

4.

5.

6.



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Use some of the ideas below for **linking ideas**, then practise by giving your talk to a friend.

Opening and closing	Ordering information	Adding information	Contrasting information
I'm going to talk about... That's all. Any questions?	First of all Next Secondly Then, Finally	And Also In addition As well as that	However On the other hand