



PROFESSIONAL
PRESENTATION SERVICES

Professional Presentation Structure Conclusion Cheat Sheet

Conclusion Lead-in =

(i.e., Alright, we're now nearing the end of my presentation)

Main Take-Aways (2 – 4) = *(Briefly summarize what your presentation has covered, including what you want your audience to focus on/remember)*

(i.e., We've reviewed our very promising latest developments in solar energy, our harnessing technology. We've also explored the enormous positive impacts that they will have to businesses, communities, and individuals. Finally, we've detailed our plans to continue to innovate and monetize via establishing a solar energy infrastructure)

Purpose/Next Steps = *(List what you'd like the audience to do next or remind them how your presentation may impact them going forward)*

(i.e., We truly appreciate your consideration, and would like to take our company to the next level. If you decide that your interested in moving forward, or would like to learn more about us, please feel free to reach out to me directly)

Closing Statement =

(i.e., That concludes my presentation for today)

Appreciation Expression =

(i.e., Thank you so much for your time and attention)

Ask for Questions =

(i.e., At this time, I'd like to open the floor for questions)