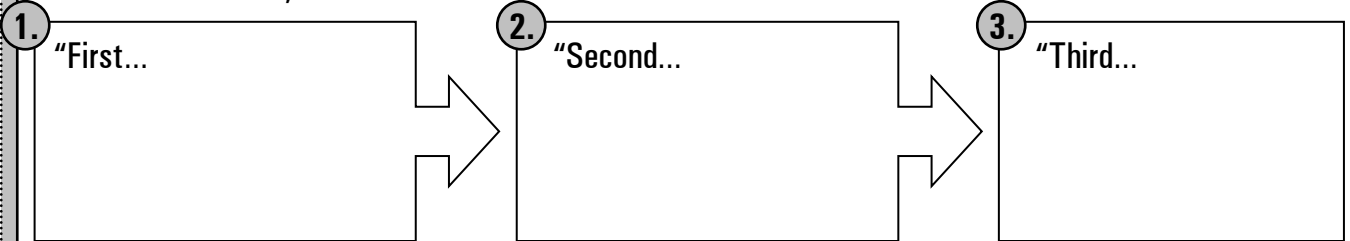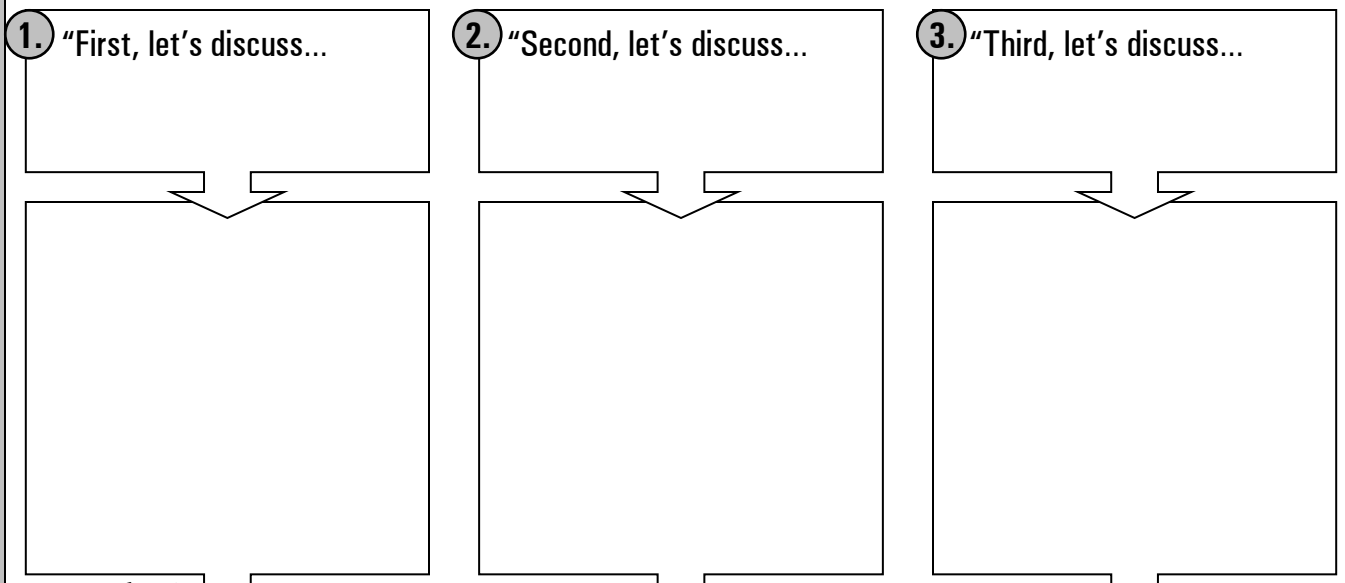# The Template:
Communication Template

Headline

(This is your main point. The key to an effective HEADLINE is that it is only one sentence long. You need to be able to take the complex and make it simple by distilling down into one sentence.)

"We're here to discuss...

Directory

"To understand this, we need to look at...

1. "First...

2. "Second...

3. "Third...

Support

1. "First, let's discuss...

2. "Second, let's discuss...

3. "Third, let's discuss...

Transition

"Any questions on that?"

"That said, we should also discuss...

"So, the takeaway is...