Outline

Title Goes Here

I. Intro: Greeting, Rank, Name

(Mention A, B, C)

II. Body

A. Major Point 1

1. Detail or Example

2. Detail or Example

3. Detail or Example

B. Major Point 2

1. Detail or Example

a. Sub Detail

b. Sub Detail

c. Sub Detail

2. Detail or Example

3. Detail or Example

C. Major Point 3

1. Detail or Example

2. Detail or Example

3. Detail or Example

III. Conclusion: