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: