

## Framework for your notes

1. Gather information about the product, so you can complete the notes below.
2. Write single words or short phrases.
3. These notes are to help you remember what you want to say, *not for you to read aloud!*
4. You do not have to present the information in the same order as this table!

	Information	Words, phrases you might use
Product name		
Purpose		
Features of the product		
Benefits of the product		
How the product is better than competing products		
Why the people you are speaking to should buy the product		

