

Oral Presentation: Enhancement of the Recycling Program

Valerie and I represent the Austin Coalition for Recycling, a group that was founded in the late 1960s, partly in response to rising utility bills and partly out of a concern for the environment and its resources. High utility bills not only hurt each of us in our pocketbooks but also hurt the quality of life of our city as a whole. We are all particularly proud of what a fine city we live in and what wonderful citizen involvement there is herein a whole range of civic activities. These things make our city special and ought to be the force that enables us to make a recycling program an integral part of the city's waste management program. Backed by the City, a new powerful recycling program will contribute enormously to keeping Austin the wonderful place it is.

Valerie and I want to talk to you about how recycling works currently, how it will work once integrated with the city's waste management program, how this integration will benefit our city, and what you can do to support this plan.

Opening: Establishes who they are, what they represent, and why they are here

Attempts to build some interest and identification with the audience.

Purpose and scope: explains the purpose of the presentation and provides an overview of the topics to be covered—all in one sentence.