First...
The first step is.

Second...Next...
The next step is.

Third.. Finally..
The final step is.

Conclusion:
Topic: How to Entertain!

Attention Getter: People always tell me I have the best parties and ask me how I do it.

Thesis/Topic sentence:
I answer that over the years I have discovered three steps to make entertaining successful: creating a relaxing atmosphere, providing lots of good food, and having many fun things to do.

First...
The first step is:
- create a relaxing atmosphere
- invite guests that are out going and talkative
- have some trendy easy listening music
- add a lot of decorations (e.g. hats, coloured paper etc.)

Second...Next...
The next step is:
- prepare a lot of good food
- have a buffet
- organize so that guests can walk around the table
- serve a mixture of drinks

Third... Finally...
The final step is:
- provide amusements
- set up tables with games on them (e.g. card games)
- have a guitar or piano so quests can sing songs
- prepare some funny videos

Conclusion: If I see my guests enjoying themselves as the evening progresses, I know the party is a success.