

Oral Presentation



Definition of an oral presentation

- a structured talk with a purpose.
- the speaker is speaking to a selected group
- the use of audio-visual aids is common.

The effectiveness of an oral presentation depends on both the content and the delivery.

Planning your presentation

1. Decide on your topic.
2. Sort out your purpose.
3. Consider the needs of your audience.
4. Research for relevant information to support your key points.
5. Select your visual aids and activities.
6. Aim to get the audience involved.
7. Take advantage of your own interests and strengths.
9. Check out the venue and environment.
9. Practise your presentation.
10. Be enthusiastic.

Parts of an oral presentation

1. **Opening:** stimulate interest to gain your audience's attention.
2. **Introduction:** introduce the topic - give scope, plan and purpose.
3. **Body:** main points in logical order.
4. **Conclusion:** make a clear summary with a memorable ending statement and invite questions.

Visual aids and activities

- PowerPoints can be effective, but limit the number of words.
- Speak about the PowerPoint– don't just read what is showing.
- Use Powerpoints to make an impact – big print, statistics or graphs, illustrations, cartoons or quotations.

Venue and environment

The physical arrangement of your talk can greatly affect its success.

Be aware of:

- size and layout of room,
- intrusion of noise,
- temperature of room.

Making the presentation

Voice

- Speak clearly, loudly and a little slower than normal speech
- Check pronunciation for new or foreign words, technical terms and people's names
- **Don't** rush or mumble
- Use pauses and stress to emphasise main points
- Vary the pitch of your voice
- Speak with confidence

Physical Presentation

- Use appropriate gestures
- Use eye contact to include the entire audience
- Avoid distracting mannerisms
- Use cue cards, **do not** to read your presentation
- Use clear visuals to make a point
- Establish a rapport with your audience by asking questions and including them in the presentation.
- Ask for questions
- Use humour where appropriate
- End confidently and on time – don't ramble

Practise, Practise, Practise

- **Practise** reading your draft
- Now put the highlights and key points on cue cards
- **Practise again** using your cue cards – adding or deleting information
- **Practise again**, trying not to rely too much on the cue cards
- **Practise** in front of a friend