

How to do an Oral Presentation

Why an Oral Presentation?

During your studies at Efrei Paris, you will prepare and deliver oral presentations. Researching a topic, analyzing and organizing your findings, creating an audio-visual support and public speaking are skills that you will need to solicit and develop throughout your career. Being able to present ideas efficiently cultivates critical thinking skills and enables you to develop and demonstrate the ability to communicate effectively and confidently in English.

What is an Oral Presentation?

A presentation is when an individual or group addresses an audience to inform, educate, entertain, persuade or expose and defend an argument. You will research a topic thoroughly, analyze the findings, decide upon a focus, develop three or four main ideas, sum up and draw a conclusion and answer questions.

There are different styles of presentations, including in-class presentations (usually done in pairs, with or without a support), TED Talk style presentations (usually done individually, with or without a support), and Pecha Kucha (usually done individually, in a 20 slide/20 second per slide format).

The guidelines and rubric in this handout focus on in-class presentations. Instructors and students are encouraged to track progress made from presentation to presentation to ensure that all competencies are developed each semester. Successive evaluation sheets should indicate progress. If your instructor asks you to do a TED Talk style presentation, a Pecha Kucha or another type of presentation, they will provide additional instructions and an alternative rubric.

The audience is expected to listen actively and ask questions. Audience members may be asked to engage in peer-to-peer evaluation.

What is a Good Topic for a Presentation?

If your instructor asks you to select your own topic:

- Pick a topic that you know something about, that you are interested in exploring and that you think your classmates would be interested in.
- Think about your audience and what they already know and avoid being too general; inversely, do not be too narrow.
- Decide on a focus: Do you intend to inform, educate, entertain, persuade or expose and defend an argument? Keeping this in mind will help you frame and structure your talk.
- Validate your topic with your instructor ahead of time.

When?

You will prepare and deliver a ten-minute oral presentation each semester. You might be asked to prepare and administer a quiz (using Kahoot! or Mentimeter). If you do not deliver your presentation on the scheduled day your instructor will give you another opportunity **but deduct points** (except in the case of excused absences).

How to Structure a Presentation

A. The Introduction

Introductions should include:

- A greeting: to welcome the audience and introduce yourselves
- A compelling 'hook': to grab the audience's attention and introduce the theme. Introductory hooks include: a surprising fact, a quote, a metaphor, a question, an anecdote, a story, etc.
- Relevant background information and definitions: to set the scene
- A clear focus: to frame and structure your content
- An outline: to inform the audience about the main points (this can be included in a slide or just explained orally)

B. The Main Body of the Presentation

The main body of your presentation will be determined by your focus and should be composed of the three or four points. Each point should be developed with relevant supporting evidence. Be selective, choose supporting facts, information, or quotes, data, statistics, etc. All supporting evidence should be appropriately referenced.

Be clear and concise, and do not overwhelm (or bore) the audience with too much or irrelevant information.

Do not exceed the allotted time.

Use signposting language and linking words to engage and guide your audience. The best presentations are often interactive so do not be scared to include your audience (e.g., ask them questions).

C. Conclusion

In the conclusion, you might restate the focus and sum up the main points. It is also the opportunity to open new avenues for further research and reflection. You can also give your own opinion. Do not forget to thank the audience and ask if they have questions. The Q&A phase often leads to a class debate (not included in the ten minute time limit).

D. Bibliography Slide

All sources must be included on the bibliography slide. Please include: the title, the author, the date, the edition/link. It is useful to categorize the sources, for example, into websites, articles, books, interviews, etc., to demonstrate the depth and variety of your research.

How to Prepare for the Day

- Ensure your work is original. Plagiarism is not accepted so do not:
 - memorize chunks of text which have been copy-pasted from the internet or any other source;
 - use other people's work/presentations;
 - reuse your own work (auto-plagiarism).Plagiarism automatically results in 0/20 and a '*conseil de discipline*.'
- Practice, practice, practice. As you rehearse, experiment with rhythm, tone and using pauses for emphasis. One useful technique is to ask someone to film you with your phone. Self-evaluate your performance (intonation, eye contact, body language, etc.) and/or ask a friend for feedback. Remember, the more familiar you are with your contents, the easier it is to tell your story and convey meaning authentically.

- Scrutinize your slides. **Each slide should have no more than ten words (or no words if just an image) and a key idea.** Make sure that the slides are limited in number, appropriate to the topic and that all audio-visual components work. Critically proof read for vocabulary, grammar and spelling mistakes.
- You may use notecards during your presentations. **Notecards are limited to three with twenty-five words maximum on each card.** You need to show the instructor your cards before you begin. **Scripts are not accepted.**
- Prepare a suitable outfit. You are expected to dress formally – “suited and booted!”

How to Deliver a Successful Presentation

- Do not read. Even from your slides. If you read, your instructor will ask you to stop and award you 0/20. A presentation is an opportunity for you to find your own voice.
- If you exceed the time limit, your instructor will ask you to stop and deduct points.
- Manage stress. Experiment with body poses (check out Amy Cuddy's Ted Talk) and breathing exercises.
- Pace is important. Speak slowly, articulate clearly and manage your tone (e.g., you need to be natural, not too formal but not informal, etc.).
- Engage the audience and develop your stage presence. Be enthusiastic, energetic and smile.
- Remember to maintain eye contact with the audience and use appropriate body language.

Good luck!

Grading

Your instructor will grade your presentation according to the grid below. Please note, half points can be awarded.

<u>Structure (5 points)</u>	<u>Content (7 points)</u>	<u>Language/Delivery (8 points)</u>
<ul style="list-style-type: none"> • Introduction to the theme (hook) .5pt. • Greetings (student introductions) .5pt. • Clear focus/outline 1pt. • Bibliography slide .5pt. • Conclusion (sum up, opinion, thank audience) 1pt. • Slides are clear (clean, minimal text, concise, coherent) 1.5pts. 	<ul style="list-style-type: none"> • Masters the topic and critically develops three to four points 2pts. • Shows clear evidence of research 1pt. • Information is succinct and coherent 2pts. • Overall cohesion (transitions, relevancy for audience, focus consistent, etc.) 2pts. 	<ul style="list-style-type: none"> • Grammar 2pts. • Syntax 1pt. • Vocabulary 2pts. • Speech (intonation, enthusiasm, energy, natural, not reading notes, etc.) 1.5pts. • Delivery (body language, eye contact, interaction with audience, etc.) 1.5pts.
____/5	____/7	____/8
Corrector's Comments:	Corrector's Comments:	Corrector's Comments:

Total: ____ / 20

Sources:

<https://www.mauriziolacava.com/en/presentation-delivery/13-successful-presentation-hook-ideas/>

<https://biteable.com/blog/how-to-make-good-presentation/>

<https://hbr.org/2013/06/how-to-give-a-killer-presentation>