**Quick Tips for Oral Presentation**

Feb 29, 2012

1. Know your audience and your material by heart
2. Practice and rehearse at home, or in front of a mirror, your friends, or family; You can also use a tape-recorder to listen to yourself
3. Dress (one notch higher than your audience) or appropriately for the occasion. Look pleasant, enthusiastic, confident, proud, but not arrogant. Remain calm. Appear relaxed, even if you feel nervous.
4. Speak slowly, loudly and clearly. Do not mumble. If you made an error, correct it, and continue. No need to make excuses or apologize profusely.
5. Show appropriate emotion and feeling relating to your topic.
6. Body language is important. Standing, walking or moving about with appropriate hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech.
7. Do not over-dazzle your audience with excessive use of animation, sound clips, or gaudy colors which are inappropriate for your topic.
8. Use large fonts and clean slides
9. Your presentation should have the same ingredients as that which are required for a written report, i.e. a logical progression from INTRODUCTION to BODY to CONCLUSION.
10. Do not read from notes for any extended length of time although it is quite acceptable to glance at your notes infrequently.
11. Maintain sincere eye contact with your audience. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Use your eye contact to make everyone in your audience feel involved.
12. Be prepared for the unexpected
13. Address the questions right on; dot not extrapolate or give unnecessary details.
14. Pause. Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.
15. Add humor whenever appropriate and possible.
16. (Optional) Have handouts ready and give them out at the appropriate time.
17. Stay in time
18. To end your presentation, summarize your main points in the same way as you normally do in the CONCLUSION of a written paper.

Reference:

<http://www.aresearchguide.com/3tips.html>, last access: Feb 29, 2012