**LEVEL 7 MODULE 2**

**ORAL PRESENTATION OUTLINE/GUIDE**

**Consider the features of a good speaker:**

**Knowledge**

**Preparation**

**Motivation**

**Consider the features of speaking.**

**Consider the elements of an effective oral presentation.**

**ORAL PRESENTATION**

How are you planning to start your presentation?

**Attention grabber: (30-60 seconds)**

What strategy are you going use to grab the attention of the audience? (Personal story or anecdote, statistics, someone’s quote, ask a question)

Transition: What are you going to say to close this idea and/or introduce the next idea?

Have you ever wondered what the world would be like if all online applications, services, and data suddenly disappeared? Imagine a world without email, without social media, without access to cloud files. Could we continue to function without the digital infrastructure we rely on every day?

**Introduction: (60 to 90 seconds)**

Tell the audience what you are going to talk about and why.

Provide a background information on the history of technology in human history until today in terms of relevance. Give toe or three examples to illustrate your point.

Introduce the 3 ideas you are going to develop. Tell the audience what you expect them to learn today and the new information you are going to present.

Transition: What are you going to say to close this idea and/or introduce the next idea?

Good morning, everyone. Today, I'm excited to talk about cloud computing and how it's changing our lives and careers.

Throughout history, technology has evolved, shaping how we live and work. Now, we're in the era of cloud computing. So, what is it? It's basically getting computing services like storage and software over the internet. Instead of owning servers, we can use services from companies like Amazon, Google and Microsoft that have their own servers in huge data centers that enable cloud browsing.

In this speech I'll discuss three things about cloud computing:

* Its benefits
* Its impact on digital transformation
* What's next for cloud technology

**Development: (at least 3 minutes)**

#1: present the idea with factual information **(at least 60 seconds)**

Remember to use visual aids. Do not show too much text.

Explain, Describe, give your opinion, present other opinions, show statistics, etc.

Transition: What are you going to say to close this idea and/or introduce the next idea?

Pronunciation of key words, Gestures, Body language.

Idea #2: present the idea with factual information **(at least 60 seconds)**

Remember to use visual aids. Do not show too much text.

Explain, Describe, give your opinion, present other opinions, show statistics, etc.

Transition: What are you going to say to close this idea and/or introduce the next idea?

Pronunciation of key words, Gestures, Body language.

Idea #3: present the idea with factual information **(at least 60 seconds)**

Remember to use visual aids. Do not show too much text.

Explain, Describe, give your opinion, present other opinions, show statistics, etc.

Transition: What are you going to say to close this idea and/or introduce the next idea?

Pronunciation of key words, Gestures, Body language.

**Remember to use visual aids. Do not show too much text.**

**Check your transitions.**

**Conclusion: (at least 90 seconds)**

Tell the audience what you just did.: Go back to what you said in the Introduction. Say the same thing, but in different words.

Which is your Clincher?

Finish your presentation with your personal opinion.

What do you expect the audience to learn from your presentation?

What new information did you introduce?

What will be the last thing you say?