

# Oral Presentations

*Oral Presentations are a way to communicate to an audience by speaking to and showing them. In an oral presentation, the way you say something is as important as what you say. While there are differences between speaking and writing, many of the features, organisation and conventions of written communications are still standard in an oral presentation. Much of the advice throughout this guide on preparing your written work applies equally to the thinking, organising and style of your oral presentations.*

## Things to Remember

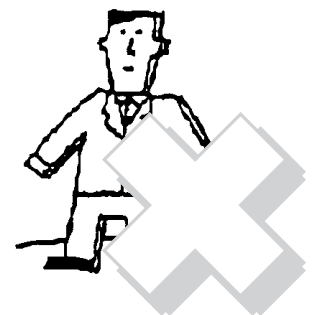
- There is a difference between written and spoken language. In an oral presentation you are speaking to your audience, not reading to them. You are also performing.
- To communicate clearly to your audience you must maintain eye contact, speak clearly, and use tone and volume to communicate your ideas.
- A good delivery requires regular relaxed breathing, standing in a balanced position, and using your whole body (face, hands, arms, shoulders, feet!) to communicate your confidence and energy.
- Use visual aids to explain technical details. DO NOT 'read' your visuals to the audience.
- The audience should listen and respond with relevant questions or suggestions. Some presenters may invite questions during their talk; others may request you save questions until the end.



## The Oral Presentation Process

### 1. Preparation

- Know your audience.
- Research your topic.
- From your written report select the essential information and make notes.
- Check your timing (80 words=1 minute). Never go over time.
- Select audiovisual materials or real items to clarify and demonstrate your points.



### 2. Rehearsal

- Practise out loud—be aware of how you sound—confident, nervous, certain, uncertain?

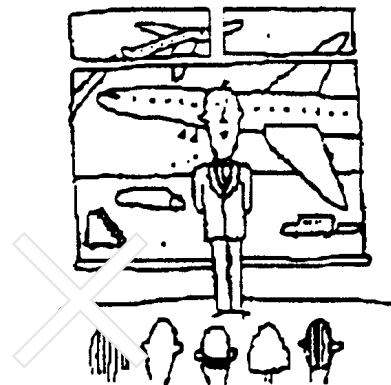


- Practise using audiovisual equipment and other presentation aids that you will use.
- After evaluating your rehearsal, reorganise and rewrite the content as needed.
- Rehearse at least three times!



### 3. Performance

- Before you begin, check that the room and all equipment is working and properly arranged.
- Your performance begins as soon as your audience sees you, so walk and stand with confidence.
- Do not speak too quickly. Allow pauses and vary your intonation. Remember to breathe naturally.



### 4. Evaluation

Ask yourself:

- Did I achieve my objective? Why or why not?
- Did the audience react as expected? Why or why not?
- How can I improve my next presentation?

## *Any Presentation Has Four Major Sections*

#### 1. The Introduction

Tell your audience the topic, the main points or areas you will talk about and get them interested! It's like a road map for your audience. You tell them where you are going to take them and give them a reason for listening to you.

#### 2. The Body

Present your ideas in a logical order, one idea building on another.

#### 3. The Conclusion

Restate your main points or key findings and conclude by tying it all together. State your opinion on the topic and provide recommendations on future directions if appropriate. It is your job to let the audience know that your talk is over.

#### 4. The Discussion

Thank the audience and invite questions. Be prepared to support your conclusions or explain your work in more detail. It is a good idea to prepare possible questions before you give your talk (and practice your answers).

