



Source . Understand . Research . Evaluate.

Oral Presentation tips

Pronunciation

- Check the dictionary or online pronunciation tools to learn how to pronounce difficult or unfamiliar words.
- Practice saying the words out loud.

Pace / Tone

- Speak clearly and keep your pace even – not too fast or too slow.
- Use an appropriate tone of voice – serious, funny, loud or soft, to match the subject you are presenting on.

Projection

- Project your voice so that even people at the back of the room can hear you.
- Speak clearly and with impact.

Pause Fillers

- It is good to pause occasionally in your presentation to allow your audience to absorb what you have told them thus far. If you need to think, pause for a while. However, do not fill these silences with pause fillers like “ah...” or “erm...”. Also, avoid using repetitive phrases like “you know”.

Postures and Gestures

- Maintain good posture throughout the presentation:
 - Stand straight.
 - Make eye contact with the audience.
- Do not distract the audience with your gestures and facial expressions.
- Be natural.