MONASH University

Week 4: Oral Presentation Skills

OVERVIEW
This session is designed to provide you with an opportunity to develop and deliver a short individual presentation. The emphasis of this tutorial is on your techniques and organisation of delivery.

OBJECTIVES
By the end of this session, you will:

1. Have a better understanding of the process involved in the development of a short verbal presentation based on the given material,
2. Have delivered an effective verbal presentation with visual aids, and
3. Have observed other students' presentations and critically analysed them.

PART 1: Developing a presentation
Each group must prepare a short verbal presentation (2 min. per person) summarising for their fellow students the contents of the article they worked on during last week's tutorial. Your group should prepare a set of appropriate visual aids to accompany your presentation. Make sure to divide up your presentation so that everyone from your group can participate.

As you prepare, plan your content carefully:

- There should be a clear introduction to the presentation, i.e. say clearly what your presentation (and obviously the article) is about, as well as where the article was published. Also finish with a clear conclusion.

- The main points of the article must be included and emphasised. The presentation should not merely be a reiteration of the original article.

- Your presentation should have a clear structure. The information should be organized in a logical way, that makes it easy to follow, with appropriate details/examples, but not filled with so many details that the main points are lost.

During preparation, you should prepare legible notes to use during the presentation (avoid writing out and reading your presentation verbatim).

Your group may also wish to rehearse your presentation, perhaps to classmates.

PART 2: Delivering a presentation
Each group will deliver their presentation to the class. Before you give your presentation, recall the main aspects of delivery that were emphasized in the lectures:

- Voice: audible, articulated, energy, intonation
- Language: appropriate language, any jargon explained
- Non-verbal communication: eye contact, body language (orientation, gestures, etc)

Students who are not presenting should review those presenting, noting and highlighting specific points/issues/skills that they considered useful and worth using, and those that they would try **not** to do in their presentations in future. (Your tutor will let you know in what form you should record your feedback – this may vary from tutor to tutor.)

Your tutor will fill out a feedback sheet for each individual. This is only intended to give you feedback on how you can improve – it does not count towards your final FIT1049/FIT2003 mark.

- *eFolio: Each students needs to write a short reflection (1 paragraph) on what they need to work on regarding their presentation skill and submit it in their eFolio.*