

Unit 3

Making Oral Presentations

Understanding the Role of Oral Presentations

- Oral presentations are a form of assessment that calls on students to use the spoken word to express their knowledge and understanding of a topic.
- Oral Presentation is one of the best platforms where non verbal cues are combined with effective verbal skills adding a broader aspect to your communication.
- The aim of this is to educate, inform, entertain or present an argument.

- Aim of presenter is to give the audience what they know they need.
- Type of audience is generally homogenous in terms of their knowledge, area of academic or professional interest, etc.
- Expectations of audience -Complete details about the topic.
- Level of interaction is more; as the audience wishes to understand the topic thoroughly.

Answering Questions after Presentation

- **Be rehearsed and prepared-** The best way to calm your nerves is to remind yourself of the preparation and research you have done. Practice your delivery so that it is professional and appropriate but natural for you. Relax, breath, and be yourself.
- **Memorize a brief introduction-** If you begin your presentation smoothly and confidently, you won't be as nervous going forward. Do not open by saying "I'm a little bit nervous today" or "I have a slight cold. Can everyone hear me in the back?" Just begin. A memorized introduction will help you avoid having to ad lib (potentially badly) when you are most anxious.
- **Dress for success-** Wear clothes that suggest professionalism and confidence.

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- **Stand tall and use eye contact-** Good posture and frequent eye contact convey a sense of poise, balance, and confidence. Practice in front of a mirror. If looking people directly in the eye makes you nervous, aim just above people's heads. Or find a friendly face or two and look at those people first. As you gain confidence, be sure to cast your gaze around the entire room or conference table.
- **Take charge-** If you get interrupted but don't want to take questions until the end, remember that you are in control. Be polite but firm: "Thank you for that good question. I'll jot it down and take it and any other questions at the end of my presentation."
- **Gesture naturally-** Don't force yourself to move around or be theatrical if this is not your style. But do not act like a robot, either. Unless you are speaking from a podium or lectern, move around just a bit. And when it's time to take questions, consider moving closer to the audience. In a conference room setting, if everyone else is seated, you should stand.

Managing Listener's Questions

- ➤➤ Announce a specific time limit for the question period.
- ➤➤ Listen carefully to each question.
- ➤➤ If you can't understand a question, ask that it be rephrased.
- ➤➤ Repeat every question, to ensure that everyone hears it.
- ➤➤ Be brief in your answers.
- ➤➤ If you need extra time for an answer, arrange for it after the presentation.
- ➤➤ If anyone attempts lengthy debate, offer to continue after the presentation.
- ➤➤ If you can't answer a question, say so and move on.
- ➤➤ Reach out to those connected via webinar or video link.
- ➤➤ End the session with a clear signal. Say something such as, "We have time for one more question."