Oral reports

Creating the report

"... the actual goal of public speaking is to *connect* with your audience, not to overwhelm or impress them with your depth of knowledge and imperial bearing."

Montgomery, 2003, p. 180

Oral Reports

In this lecture, I will outline:

- How to create an oral report
- What to do for your oral report

Creating an Oral Report

According to Brenda Sims, there are four types of oral presentations:

- Impromptu

- Extemporaneous

- Scripted

- Memorized

(Sims, 2003, p. 533)

Creating an Oral Report

While scripted has its place,

- Lots of precise information

Most people prefer the extemporaneous report the most:

- Organized

- Prepared

- Conversational

- Allows for adjustment in response to audience's reaction.

Creating an Oral Report

How to create a planned presentation:

- Organizing the report:
    - Plan the report
    - Make slides
        - Appearance
        - Number
    - Meet with team and restructure
- Practicing the report

Creating an Oral Report: planning the report

General recommendations:

- Create a narrative

- Organize into an outline

    - Make a couple of levels of divisions

    - Condense presentation into a few key points. *Do not try to give every bit of information on the topic.*

Creating an Oral Report: planning the report

- Think about how to best illustrate each idea:

  - Words

  - Graphics

  - Stay within your allotted time (??)

  - Plan the presentation to take slightly less than the allotted time.

    Look for ways to tighten your presentation

Creating an Oral Report: making slides

Your slides need to be simple (Montgomery, 2003, p 177)

- Choose a background that doesn't overwhelm
- Present concepts as phrases
- Keep fonts large and sans serif
- One idea per slide
- Just enough information to guide you and focus the audience

Creating an Oral Report: making slides

How many slides should you make?

It takes longer to comprehend spoken information than written information (Sims, 2003, p. 535)

- Preview structure of talk in early slides

- Allow 1 to 2 minutes per slide

- Allow time at the end for questions

Creating an Oral Report for CSC 333

For your presentation:

- We are your audience!

- You have 10 minutes

- Prepare 6 – 8 slides (plus title)

- Use PowerPoint

Does the source of protein and amount of protein affect weight gain in mice?

Marta Shore
CSC 333

Background

Researchers wanted to see if weight gain in mice was affected by:

The source of protein: beef, cereal, or pork

The amount of protein: high or low

Results

Table A. Summary statistics for the 6 protein groups

Protein Type	Mean	Standard Deviation
beef, low protein	79.2 grams	13.9 grams
beef, high protein	101.0 grams	14.0 grams
cereal, low protein	83.9 grams	15.7 grams
cereal, high protein	85.9 grams	15.0 grams
pork, low protein	78.7 grams	16.5 grams
pork, high protein	99.5 grams	10.9 grams

Results

- no significant difference in weight gain for the different sources of protein

- significantly more weight gain for the mice receiving high levels of protein (p=0.0002)

- possible interaction between the source and the level of protein (p = 0.0595)

Results
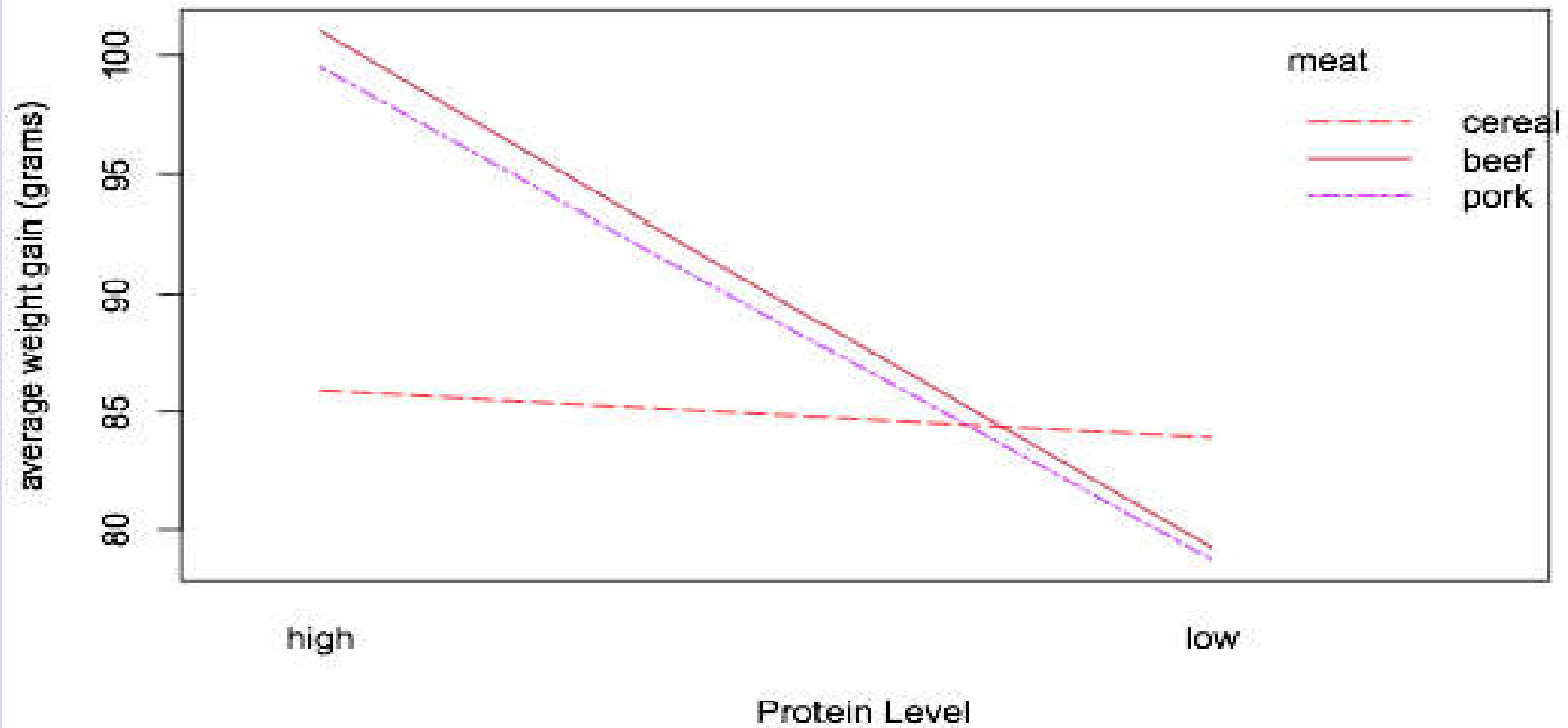
Conclusions

- The protein source doesn't affect weight gain.

- More protein from beef and pork results in more weight gain.

- More protein from cereal does not affect weight gain.

References

Goodlad, S. (1996). Speaking technically. London: Imperial College Press.

Montgomery, S.L. (2003). The Chicago guide to communicating science. Chicago: University of Chicago Press.

Sims, B.R. (2003). Technical communication for readers and writers. Boston: Houghton Mifflin Co.