

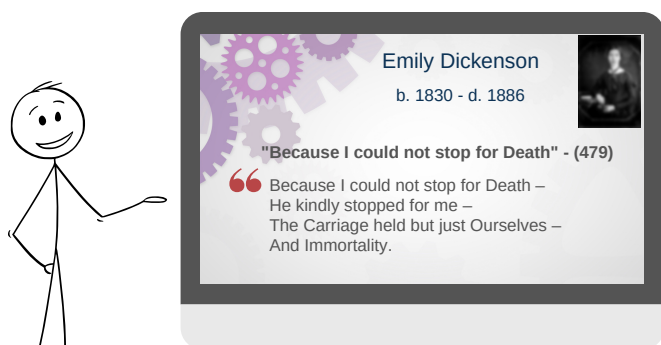
# ORAL PRESENTATIONS

## How to prepare and present an oral assignment

### PREPARATION:

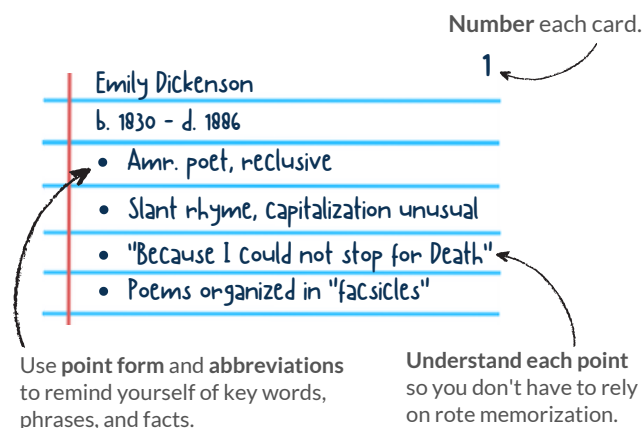
- **Read your instructions.** Understand your task: is it to persuade the audience or inform them?
- **Do your research, organize your information, and learn your material.**
- **Prepare a presentation, poster, or class handout if needed.** Select the software or app that works best for you:
  - PowerPoint, Canva, Powtoon, Biteable, etc.
- **Prepare your animations, slides, and/or cue cards.**

**Slideshows and animations** can be useful visual aids. They can include illustrations, graphs, and tables. Design them with your audience in mind and keep text to a minimum. You don't have to write out every point.



Tip: Set up electronic equipment and test it before your presentation.

**Cue cards** are for your eyes only. Keep text to a minimum and outline the points you will make. Record facts that are hard to remember.



Use point form and abbreviations to remind yourself of key words, phrases, and facts.

Understand each point so you don't have to rely on rote memorization.

### PRACTICE:

- **Practice out loud by yourself.** Pay attention to what you emphasize, where you pause, and what tone of voice you use. Speak slowly and clearly. Don't rush through your material.
- **Make improvements as you practice:** clarify your points, add examples or explanations, improve your phrasing.
- **Record yourself** and play it back. Practice until the presentation becomes second nature.
- **Practice in front of friends or family.** Use their comments to make further improvements.
- **Time yourself.** Be aware of the time limit assigned by the teacher and adjust your material as needed.



# ORAL PRESENTATIONS

Continued

## LEARN FROM THE BEST:

- **Watch videos of public speakers** (i.e., TED Talks and motivational speakers). How do they interact with the audience?
  - Do they move around?
  - Do they use their hands?
  - Do they have good posture?
  - Do they pause between points?

Choose 2-3 techniques to use in your presentation.



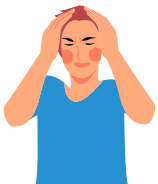
## DURING THE PRESENTATION:

- **Greet your audience looking cheerful, confident, and well prepared.**
- **Maintain eye contact with your listeners.** If you prefer, pick a spot on the back wall at eye level and focus on it.
- **Project your voice.** Pick a person at the back of the room, and speak as if you are addressing them.
- **Stand up straight and try to relax.** Avoid swaying from side to side or fidgeting as you speak.
- **Hold your notes at waist level, slightly away from your body.** Glance down when necessary.
- **Speak clearly and slowly.** Avoid "umms" and "ahs." Pause after important points and between sections.
- **Dress comfortably and neatly.** Appearance affects your presentation.

## FOR MORE ADVICE:

Consult the book *Speaking for Success: The Canadian Guide* by Anthony Lieb in the library (PN4121 .L54).

## PUBLIC SPEAKING ANXIETY AND EMOTIONAL SUPPORT:



If anxiety over oral presentations is a problem, speak to a **counsellor** in **2D.2**. Workshops on public-speaking anxiety are held regularly by Counselling and Career Development.

For more help with oral presentations, contact the Academic Skills Centre.