

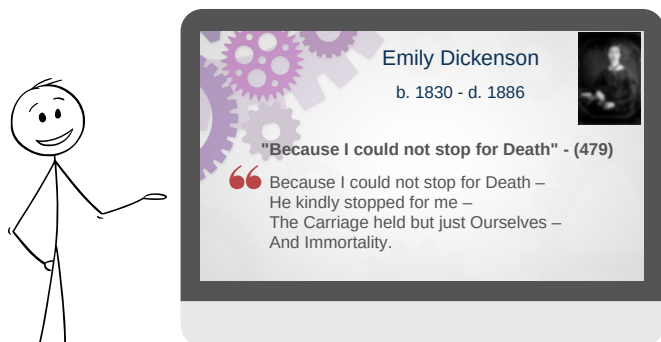
# ORAL PRESENTATIONS

## How to prepare and present an oral assignment

### PREPARATION:

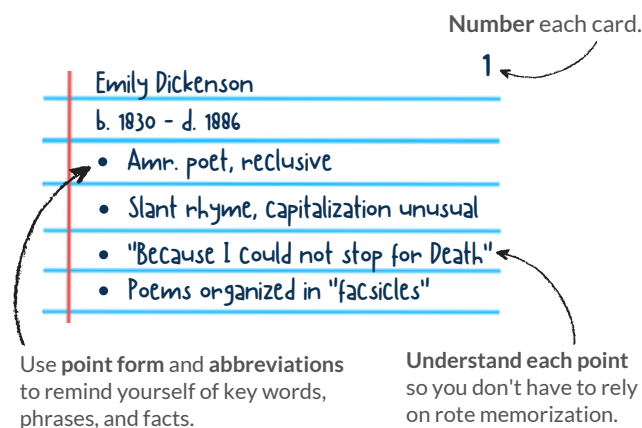
- **Read your instructions.** Understand your task: is it to persuade the audience or inform them?
- **Do your research, organize your information, and learn your material.**
- **Prepare a presentation, poster, or class handout if needed.** Select the software or app that works best for you:
  - PowerPoint,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



### 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.



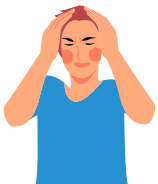
## DURING THE PRESENTATION:

- **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.