

Making a good oral presentation

Your name:

Module:

Date

Preparation

- **Plan your presentation carefully: consider:**
 - Objectives: what would YOU like to hear on the subject of this presentation? What would you like fellow students to have understood at the end of your presentation?
 - Audience: How much do they know? What references are they likely to understand?
 - Content: be selective. The objective of a presentation is NOT to say everything on a given subject.

An oral message: essential markers

- Outline what you are going to say: make the plan of your presentation explicit
- Use key markers to structure your presentation
- Re-cap. Recap often
- Provide an explicit answer to the initial question.
- Open the debate: avoid 'Any questions?' (see below)

Visual Aids

- ❑ Do not put too much text on your power point slide as you will distract your audience.
- ❑ *They will read the text rather than listen to what you have to say.*
- ❑ Also you risk reading the text yourself, losing dynamism in your presentation.
- ❑ Above all, make sure that your text is free from typing errors, and has all the necessary accents, especially in a foreign language.
- ❑ Avoid “fontitis” and **OVER** *fussy graphics.*



Avoid blurry, unreferenced photos!

PowerPoint

PowerPoint is good for:

- Listing key ideas.
- Visual support: charts, diagrams, pictures
- Visuals must be relevant and should not distract from your main ideas.



Be careful:

- Do not write everything you are going to say
- Do not overuse animation
- PowerPoint is not good at making links
- PowerPoint leads to a linear presentation of an argument.

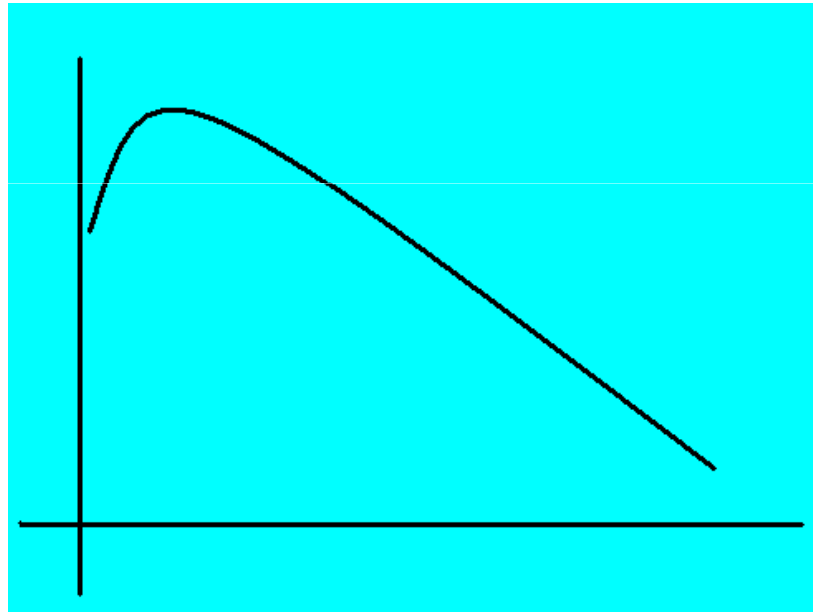
Group presentation

- ❑ Not sequential but integrated: each student must participate to the development of an idea.
- ❑ No need to be all in the same spot when presentation is delivered
- ❑ Body language: where to stand and what to do when I do not speak?

Engaging 'passive' listeners

Vary the rhythm and texture of your presentation.

Attention span



Engaging 'passive' listeners

Vary the rhythm and texture of your presentation.

- Ask questions, define small tasks to be completed.
 - ▣ Can you summarise the most important point made so far?
 - ▣ Read this quote: What do you think it means?
 - ▣ Can you think of another example to illustrate this point?
- Use different type of visual support.
 - ▣ Video: keep it short, contextualise and give specific objectives (e.g.: I want you to note down the three most important points made by the speaker)
 - ▣ Handouts: use blanks (missing words)
 - ▣ Silence: 'for the next 2 minutes, I want you , on your own, to do this...'

Keep it simple and short.

Delivery

- ▣ Know your audience
- ▣ Know your subject
- ▣ Rehearsing → editing and timing
- ▣ Read the text? Learn the text? Cue cards? Don't rehearse to keep it natural?
- ▣ Body language

Questions

- Prepare for questions.
- Try to think of the kind of questions your audience might ask and prepare answers to them.
- Do not panic if you can't understand a question – ask for it to be repeated or rephrase it yourself

Starting a debate

- Do you have any question?
 - ▣ Does not often work, but people may want to ask for precision or further examples.
- Prepare some questions to ask audience: questions stressing personal experience, emotion or description are a good start:
 - ▣ How would you feel if...
 - ▣ Have you ever experienced...
 - ▣ Could you describe/ imagine a situation such as...
- To end the presentation, summarise key points , including those raised during the debate.

Bibliography

- Very important, consistently presented (in Harvard APA for instance).
- If you use quotes in your PowerPoint slides, present them with in-text references.
- No point to list sources which are not reflected in the content of your presentation (do not pay service to unread sources: it will always show!)