

# THE ORAL PRESENTATION

## The Oral Presentation

The Oral Presentation requires you to present your project by speaking in front of an audience. Many people find the idea of an oral presentation daunting but there are many things you can do to ensure you give a presentation that both you and your audience will enjoy.

There are **three key components** you will need to demonstrate during your oral presentation;

- You must demonstrate that you **understand** the subject matter.
- You need to give **evidence** of your sources of information both verbally during your presentation and by submitting a bibliography.
- Your **performance** should be interesting and be able to be easily understood by your audience.

## Steps to forming a good Oral Presentation

Preparing an oral presentation is similar to preparing an essay. You will need to have an introduction, a clear thesis, points and examples to support your thesis and finally a conclusion.

### STEP 1

Make sure you **understand** the topic and decide what you would like to talk about. Try to think about what might be **interesting** to both you and your audience. Giving a presentation on something you don't care much about can be boring and chances are your audience will be bored as well. You can ask your teacher if you're on the right track.

### STEP 2

Research the topic and gather **evidence** to support your presentation. Make sure you take a note of where you got your information so it can be referenced verbally during your presentation and submit a bibliography. Use direct quotes gathered from credible and direct sources. For example "According to Professor MacNugget..." not e.g. "Sue next door said she thought..."

### STEP 3

Compose your information together in a way that makes sense and has a flow to it. You may want to group your information into sections via topic or order of events. One topic should lead into the next. Think about the **pace** of your presentation while you compose your information and decide where the transitions should occur.

### STEP 4

Write your speech. Make sure you show that you **know your subject**. It's also important that you're not spending your presentation reading sentences directly from a piece of paper. Use **dot points** to break down what you would like to talk about. This way you can remind yourself of factual information to include as well as what comes next, but also make eye contact with the audience.

### STEP 5

Think about **visual aids** such as charts, films, maps or pictures that would illustrate sections of your speech and remember to acknowledge all your sources. You can use these slides to help you time your speech. One minute per slide can be a good guide. Slides can also be used as reminders of topics or facts and will help you stay on track. You can be surprised at how much information can be illustrated through a picture. If you are unfamiliar with how to create a PowerPoint presentation you can speak with your teacher about this.

### STEP 6

**Practice and time** your presentation. If you have someone to practice in front of and who you trust to give **feedback** such as a friend or member of your family you could ask if they could be your audience.

### STEP 7

**Adjust** your presentation to fit the time required. Rarely will your first draft of your presentation be precisely to time. If your presentation is too long you can cut out any boring bits or parts that appear too long. If it's too short you should check that your thesis has sufficient substance. Ensure that you have enough examples to illustrate your points. Also check you are not speaking too quickly.

### STEP 8

**Practice** your presentation again. Practice makes perfect and also helps with stage fright. The more comfortable you are with your material, the more relaxed you will feel when the time comes to present it.

## Oral Presentation Checklist

- o Structure your talk, have an **introduction**, a clear **thesis**, points and **examples** to support your **thesis** and finally a **conclusion**.
- o Don't just randomise images as a background to your talking. Use the images purposefully and specifically as sources.
- o Your speech must be your words predominantly. Make sure quotes are short and on topic.
- o Remember that your oral presentation is marked on **content** and on **presentation**. Ensure that your content shows an understanding of the subject and is supported by evidence.
- o Speak clearly with expression. **Practice** so you are not too dependent on your notes and make eye contact with your audience.
- o If you choose to work with a partner or group make sure you support each other and complete an equal amount of work.

