

Preparing an Oral Presentation

Tell them what you're going to tell them.
Tell them.
Tell them what you've told them.

Think through 3 things before you start writing:

1) AUDIENCE

Who are they?

What do they want? OR What are their interests?

2) PURPOSE

What do we want to accomplish by this presentation?

What do we want the audience to think/do differently because of this presentation?

3) ORGANIZATION

See below ...

Opening:

- Develop a strong opening that makes the audience want to hear more.
- Explain who you are and what you have to say.
- Make a clear transition to your main points.

Body / Organization:

- Organize your thoughts around a few main points.
- Develop supporting material to validate your main points.
- Think about (and include) what is of interest to this particular audience.

Closing:

- Develop a strong closing that is similar to your opening.
- Summarize your main points.
- Make it clear to your audience what you want them to know or do.

Delivering an Oral Presentation

Things to Consider:

- **Manage your nervousness** – use your nervous energy positively. (For example: use this energy to show your enthusiasm; don't fidget with eye glasses or hats.)
- **Body Language** – use open posture and be natural.
- **Appearance** – should be appropriate to the audience and the material being presented.
- **Movement/Hands/Gestures** – don't be stiff, move naturally for you, gesture or talk with hands when it fits.
- **Notes** – should be neat, orderly and helpful to you. It's OK to hold and refer to them – don't be glued to them.
- **Eye Contact** – do make eye contact with your audience.
- **Voice** – naturally vary inflection, pace and volume to make things interesting to the audience.
- **Pause** – a dramatic pause can be powerful when used effectively.
- **Pronunciation/Articulation** – be aware of this and do it well.
- **Visual Aids** – be creative; think from the audience's perspective.

GENERAL POINTS TO REMEMBER

- You are talking to five judges, with different professional backgrounds, who are not trying to intimidate you. RELAX!
- You have 8-10 minutes to get your point across to these five individuals.
- Introduce yourself; introduce your topic, explain your topic, and then recap your topic.
- Make sure each team member has a designated role and speaking part. Try to keep the speaking times relatively equal.
- Remember to cite sources and use examples.
- Try to come up with answers for the types of questions you might be asked by the panel of judges.