ORAL PRESENTATIONS
Making Presentations

Preliminary Writing of Presentation
- be comfortable with your topic.
- research topic thoroughly enough to make others believe that you are an expert.
- follow a structure.
- have personal anecdotes or cases to throw in to liven things up.
- write a speech or presentation like you would an essay, easy to read, flows nicely.
- know the audience to whom you will be presenting (e.g. watch your language, visual aids).

Before Delivering the Speech
- know the materials and visual aids you need be sure you know how equipment works
- PRACTISE, PRACTISE, PRACTISE.
- try to do it in front of others to get some feedback.
- be sure presentation is only as long as the allotted time.
- if you can, practise your presentation in the room that you will be presenting in
- put presentation in condensed form, so you're not tempted to read it word for word.
- know your speech well enough that you can continue while getting visual aids ready and if you lose a train of thought you can ad lib a bit.

While Making Presentations
- listen to what you are saying.
- stay ON TOPIC – get your POINT across.
- pace yourself –write notes to yourself, e.g. slow down, pause.
- ENJOY YOURSELF.

After the Presentation
- be as confident with your questions and answers as you were with your presentation (avoid: I think, I guess...).
- make eye contact while answering questions
- if you do not know the answer, say so!

General Tips for Making Presentations
- wear clothing appropriate to the presentation.
- keep visual aids to enhancing your presentation, not taking it over.
- when practising your speech get through it at least 3 times, without interrupting yourself to make changes.
- be aware of your gestures and facial expressions.
- be excited about your topic, then the audience will sense your enthusiasm
and be ready to listen.

- it's normal to feel nervous and often enhances your presentation, but the only way to keep these feelings under control is to have confidence in yourself.

A Dozen Suggestions for Making Presentations

<table>
<thead>
<tr>
<th>Do</th>
<th>Do Not</th>
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<tbody>
<tr>
<td>1. Plan the structure of your speech.</td>
<td>1. Ramble on without a structure.</td>
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<td>2. Plan what you’re going to say with your audience in mind.</td>
<td>2. Use inappropriate language.</td>
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<td>3. Use visual aids.</td>
<td>3. Let a video replace your presentation.</td>
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<td>4. Tell personal stories.</td>
<td>4. Tell too many stories about your dog.</td>
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<td>5. Memorize, to a point.</td>
<td>5. Read your notes word for word.</td>
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<td>6. Practise.</td>
<td>6. Ad lib an important presentation.</td>
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<td>7. Stay within time limits.</td>
<td>7. Go on forever and have nothing to say.</td>
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<td>10. Look at your audience and smile.</td>
<td>10. Hold your papers up to your nose.</td>
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<td>11. Add some movement and appropriate gestures.</td>
<td>11. Choke the podium or run your hands through your hair too often.</td>
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<td>12. Stay on the purpose of your topic and try to teach the audience something.</td>
<td>12. Be hung up on the fact that your hands are moving too much or that your knees are shaking, because no one is noticing!</td>
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