



ORAL PRESENTATIONS

Many subjects use oral presentations as part of their assessment because they test a range of skills that are useful in future careers. Follow this guide and treat every presentation as an opportunity to sharpen these skills.

	What you need to know.....
1. Public speaking	<ul style="list-style-type: none">• Remember, almost everyone is scared of public speaking. Accept the nerves and try to harness them to focus yourself, do not stress about being stressed.• Pace your speaking carefully. It is easy to speak too quickly when you are nervous so make sure that you are clear and deliberate.• Appearing confident is essential, however you feel inside. The best way to do this is to speak loudly enough, state information with conviction and plan some deliberate pauses.• Use body language to your advantage. An upright posture will boost your confidence and sense of purpose. Do not fidget while you speak, try to avoid pacing around the stage too much. Look at the audience while you speak.• Engage your audience. Make eye contact with as many people as you can. Allow time for questions and encourage your listeners to ask them. Actively involve the audience when appropriate, you could ask them a question or allow them a moment to discuss something in pairs.• Dress appropriately. Your appearance sets the tone for your presentation before you even start talking. Make sure you look presentable and feel comfortable.
2. Content knowledge	<ul style="list-style-type: none">• Know your topic well enough to be able to teach it to someone or debate it without notes. This is the best way to overcome your anxiety.

<p>3. Structure</p>	<ul style="list-style-type: none"> • Your audience should leave with a clear sense of the overall structure of your presentation. • Look at the guidelines and requirements in your task description and keep the time limit in mind while you plan. • Your plan should include an introduction, body and conclusion. <ul style="list-style-type: none"> ○ The introduction gives an overview of your presentation. ○ The body is a logical sequence of points supported with evidence. ○ The conclusion summarises the key points and gives the audience a strong message to take home.
<p>4. Visual aids</p>	<ul style="list-style-type: none"> • Use visual aids to support the key points of your presentation and provide variety for your audience. PowerPoint slideshows are popular and versatile. • Use the first and last slide to list key points. • Do not overload slides with too much information, tiny fonts or distracting animations and wild transitions. • Make sure the content of the slides matches what you are saying, especially if you revise your plan after you make your slide show.

Useful links

- **Tips on presentations**

<http://blog.ted.com/a-ted-speaker-coach-shares-11-tips-for-right-before-you-go-on-stage/>

http://www.bbc.co.uk/bitesize/ks3/english/speaking_listening/speaking/revision/4/

<https://hbr.org/2013/06/how-to-give-a-killer-presentation>

- **Watch some public speakers at work**

<https://www.ted.com/talks>

- **Build your confidence**

http://www.huffingtonpost.com/nikki-stone/confident-public-speaking_b_4058830.html

- **Improve your PowerPoint slides**

<https://support.office.com/en-us/article/Tips-for-creating-and-delivering-an-effective-presentation-f43156b0-20d2-4c51-8345-0c337cefb88b>