

Oral Presentation Format

Preliminary analysis and planning of your oral presentation.

Questions to ask yourself:

- A. Why am I speaking on this subject (problem)?**
- B. To whom am I speaking (lay person, executive, expert)?**
- C. What does the listener (audience) want or need to know?**
- D. Am I supposed to offer a solution to the problem?**
- E. Do I expect the listener to take any action?
If so, what action?**
- F. Do I want questions, suggestions, or comments from the audience?**
- G. What is the purpose of my oral report? Is it to communicate information?
To motivate my audience to accept my conclusions and recommendations?
To stimulate them to take action?**

II. Gathering and organizing information

- A. Use card catalogs, indices, reference sections, etc.**
- B. Read and take notes on relevant information**
- C. Develop a working outline, group information by category.**
- D. Read more articles than you use.**

III. Composing the oral presentation

- A. Introduction--States the idea of your presentation.**
 - 1. Capture the attention of your audience.**
 - a. First few sentences must interest your listeners.**
 - b. Humor--can help, but can also be dangerous.**
 - c. Begin with a visual aid or sound effect.**
 - 2. Introduce subject of your report.**
 - a. Clearly state objectives.**
 - 3. Establish your credibility for your conclusions and thesis.**
- B. Body--Develops the idea.**
 - 1. Explain subject in detail to accomplish the**

- objectives of your presentation.
- 2. **Methods for developing the Body.**
 - a. **Examples illustrating points. (Visuals)**
 - b. **Repetition of the major points.**
 - c. **Statistics sparingly used, and projected as visuals.**
 - d. **Comparisons and contrasts to touch the experience of the audience.**
 - e. **State expert source of subject.**

C. Conclusion--Reinstates and reinforces the idea.

- 1. **The last thing you say is as important as the first in which you gained your audience's attention.**
- 2. **Deliver the "payload."**
 - a. **Review the purpose (objectives) of your presentation.**
 - b. **Summarize and underscore the main points.**
 - c. **Make a conclusion from those points.**
- 3. **Keep short and to the point.**

IV. Practicing the delivery.

A. "Practice makes perfect"

B. Rehearse as closely to the actual speech situation as possible.

- 1. **Practice standing up.**
- 2. **Practice holding your notes.**
- 3. **Practice using visual aids.**
- 4. **Practice in room that your giving presentation in or imagine it.**
- 5. **Practice in front of friends, in tape recorder or in front of mirror.**

V. Delivering the Oral Report.

A. Breathing

--Take big breath before you start, breath often during presentation.

B. Pitch

--Voice inflection makes presentation more interesting.

C. Voice Quality

--Resonance adds richness to sound.

D. Intensity

--Be loud enough for everyone to hear, speak slightly louder than conversation.

- E. Rate**
--Speaking too fast or too slow will irritate and lose your audience.
- F. Pause**
--Pauses draw attention to important points and help in breathing.
- G. Pronunciation**
--Make sure you pronounce words correctly
- H. Enunciation**
--Speak clearly and precisely
- I. Body Language**
--Try to appear self-confident and relaxed.
--Eye contact is very important.
--Avoid distracting gestures: scratching, excessive walking, etc.
- J. Visual Aids (See Below)**

VI. Visual Aids

- A. Function**
 - 1. Keep audience interested.**
 - 2. Present information in clearer fashion**
 - 3. Help audience retain information.**
- B. Types of visual aids.**
 - 1. Models**
 - 2. Graphs**
 - 3. Maps**
 - 4. Charts**
 - 5. Photos**
 - 6. Drawings**
 - 7. Short Printed Passages**
- C. Keep Simple and readable.**
- D. Explain in detail.**