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.

   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.