

Oral Presentations



- What is the problem?
- What is the solution?
- What are the main points?

The Problem



- Presentation of info in time allowed
- Keep a general level aimed at audience
- Exclusion / Inclusion of information

The Solution



- Use overheads or slides
 - e.g. Powerpoint
 - wide not high, check lighting, limit info/slide, plan in advance
- Tell the audience * 3
 - what you are about to present
 - present the information
 - conclude with stating what you have presented
- Leave time for Q & A

The Main Points



- Know your subject - be prepared
 - be credible, have confidence
- Know your audience - target presentation
 - technical results, implications, recommendations
- Preparation
 - OBJECTIVE OF PRESENTATION
 - time limits
 - filter out excessive detail

Body language

- The three Vs
 - VERBAL - what is said
 - VOCAL - expression, resonance, tempo, inflections
 - VISUAL - look & body language
- Audience Contact
 - maintain contact with the audience
 - read the audience - react accordingly
 - Do NOT worry about being nervous

Conclusions



- Be prepared
 - Objectives, presentation, summary
- Plan for time available & target audience
- Use audiovisuals (but sparingly)
- Learn about presentation dynamics
 - Audience contact
 - Stage fright and control / recovery
- Relax and be yourself