

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

The Details



- Be enthusiastic about the topic
- Do NOT read your paper (nor memorise it)
- Avoid being too technical
- Choose a good title
- Learn to handle stage fright
- Learn about body language
- Do NOT overuse audiovisuals

Stage Fright - FEAR !!!

- FEAR of ignorance
- FEAR of rejection
- THINK POSITIVE
- Do NOT take criticism personally

Stage Fright - CONTROL !!!

- Be self-aware
 - know your strengths & weaknesses
- Learn to relax
 - breathing control, muscle relaxation
 - rehearse beforehand - visualisation
 - use meditation techniques
- Practice
 - develop self-confidence (know your subject)
 - get feedback (friends, colleagues)

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

Q & A time !!!



- Know the subject area
- Try to predict questions
- Objectify the situation
 - Do not take criticism personally
 - Do not fake - admit ignorance
 - Take time to consider the question
 - (That's a good question...)
 - Ask for clarification

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
- Enjoy and have FUN!