Oral Presentations
What was the best and worst presentation you have ever seen?

What made it so good / bad?
Overview

- Purpose
- Preparation
- Structure
- Visual aids
- Delivery
- Group presentations
- More help
Presentations
Start With Paper
Planning Research Practice
You also need to know:
What is the task? What is expected?
Oral presentation sample 1

- **Assessment Task**
  - Present a talk lasting no more than 15 minutes followed by a general discussion

- **Assessment criteria**
  - Evidence of thorough preparation
  - Integration of source materials into coherent treatment
  - Competent presentation
  - Attempts to stimulate subsequent discussion
  - Bibliography
Oral presentation sample 2

- **Assessment Task**
  - Demonstrate group leadership of tutorial dialogue during one tutorial for 45 minutes.

- **Assessment criteria**
  - Highlight key concepts, themes, issues and arguments from the readings
  - Stimulate dialogue among classmates. Draw out any questions and confusions and help to clarify them
  - Sustain the dialogue in ways that are educational for your classmates
Structure

- **Introduction**
  - Gain attention
  - Greet the audience
  - Introduce yourself
  - State your purpose
  - Outline the structure

- **Body**
  - Organise information in a clear, logical order
  - Organise your information in the same order as the outline
  - Use linking words
  - Use examples (referenced)
  - Use visual aids

- **Conclusion**
  - Summarise the key points
  - Make a final statement
  - Indicate the end of your presentation
  - Thank the audience
  - Invite questions
Introduction

- Hook
  - What is your impression of...
  - Quiz
  - Realia

- Greeting
  - Good morning, my name is ...

- Topic
  - In my presentation, I will ...

- Outline
  - My talk is divided into 4 parts. First, I will talk about ...
Body

- Introduce the main points one by one
  - My first point is …

- Provide arguments, evidence, examples
  - A good example of this is …

- Reference your work
  - Bloggs (2008) said …

- Use signals and links
  - The next point is …
  - Related to this is …
  - As a result of this …
Conclusion

- Restate your purpose
  - In conclusion, I have shown that …
- Summarise the main points
  - The main issues I discussed were …
- Signal the end of your presentation
  - That’s the end of my presentation
- Thank your audience
  - Thank-you for your attention
- Invite questions
  - Does anyone have any questions?
Visual aids

- Video recordings, DVDs, MP3, MP4…
- Overhead transparencies (OHT)
- PowerPoint
- Whiteboard
- Handouts
- Posters
- Realia
Visual aids should be:

- A means to an end
- Relevant
- Available
- Affordable
- Familiar
- Simple
- Time efficient
Nervous?

- Everyone is nervous
- Smile!
- Treat your audience like friends
- Involve the audience
- Regulate your breathing
- Slow down
- Practice, practice, practice
Delivery

- Support your presentation with handouts and visual aids
- Write key words on the white board
- Direct your presentation to the whole audience
- Use prompt cards to help you talk naturally instead of reading from your notes in a monotone voice.
- Face the audience and maintain eye contact.
- Speak clearly. Vary your volume, speed and intonation.
- Use confident body language and positive facial expressions
- Maintain confident posture
- Maintain a positive attitude. Enjoy yourself!
- Keep to the time limit
Group presentations

- Meet asap
  - Introduce yourself
  - Choose a leader/chairperson
  - Exchange contact details
  - Divide tasks evenly
  - Consider a reasonable timeline
  - Plan next meeting
- Meet regularly to plan & check progress
- Aim to finish before the due date
- Notify your tutor early, with evidence, if you have a problem with a member/your group
More help?

- Toastmasters
- Pronunciation workshops

Individual consultations: 30 minute consultations, Monday to Friday

Drop-in Sessions: 15 minute consultations
11:30 am-12:30 pm, 2:30 pm-3:30 pm: Library Building 8, Level B:
1C34: 1:00 pm-2:00 pm Teaching and Learning Commons

Online Tutoring Service: Smarthinking
Access Smarthinking from LearnOnline (Moodle) site

Online resources
Good luck!