
Oral Presentations

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What's Wrong? What's Right?



Oral Presentations

- Speeches, Illustrated Talks, and Demonstrations
 - Components
 - Plan of Action
 - The Recipe
 - Delivery
 - First Impression
 - Materials
 - Overcoming Fear
 - Body Language
 - Voice
 - What Judges Look For
 - Tips



Plan of Action

- Audience
 - Who will be in the audience
 - Make information relative to the audience
 - Do they know they topic/terminology
- Select your topic
 - Use a topic you know
- Purpose
 - Inform? Entertain? Convince?
- Method
 - Speech/Illustrated
Talk/Demonstration
- Organize



The Recipe



■ Ingredients

□ Introduction

- Catch your audience's attention
- This establishes the theme for the speech
- Audience learns what you are going to talk about

□ Body

- Organization of the main points
- The show and tell part

□ Conclusion

- Wrap it up, bring it all together – keep it brief
- Q/A
- Closing statement

□ Title

- Concentrate on the idea and development of presentation the title will come out from it

Delivery

- First Impression

- You have one chance to look your best
- Wear clothing appropriate to your presentation
- Neatness and cleanliness counts
- Arrive to your presentation early

- Materials – Visual aids, etc.

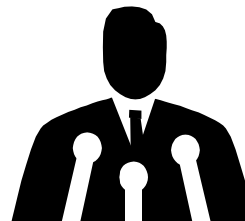
- Use materials and equipment needed for your presentation
 - Are your visual aids effective?
 - Easy to read
 - Attract attention
 - Emphasize main points
 - Attractive
 - Proper use of Fonts & Color
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Delivery

- Control your fear
 - Practice
 - Relax
 - You know the topic – Be confident – YES YOU CAN!
 - Smile and have FUN!
 - Body Language
 - Posture
 - Eye Contact
 - Keep gestures subtle
 - Voice
 - Look ahead – project – can the audience hear you
 - Annunciate and speak clearly
 - Don't rush; don't speak too fast
 - Maintain a consistent tone – avoid monotone
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What Judge's Look For

- Introduction
 - Organization
 - Content/Accuracy
 - Stage Presence/Appearance
 - Delivery
 - Conclusion
 - Questions
- Let your personality show through
 - Be prepared
 - Be confident
 - HAVE FUN!



Wrap Up

- Oral Presentations are FUN
 - Stick with what you know
 - Prepare
 - Organize
 - Practice
 - Your confidence will grow with each presentation you give
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Presentation Planning Sheet

Introduction

Title:

Plan:

Body

Main point 1	Main Point 2	Main Point 3

Conclusion

Summary:

Echo:

Questions/Answers:

Closing Statement:

Visual Aids

- ❑ Are they simple and easy to read?
- ❑ Are they attractive?
 - ❑ Are they clean
 - ❑ Is the text easy to read
 - ❑ Is the use of color effective?
 - Use light colors on dark backgrounds or dark letters on light backgrounds
 - Avoid color combinations of blue on orange, red on green, or purple on yellow.
- ❑ Does it reinforce your topic?
- ❑ Does it add interest?

LETTER SIZE	VIEWING DISTANCE
¼ INCH	8 feet
½ inch	16 feet
1 inch	32 feet
2 inches	64 feet