

Acing Your Oral Presentation

Learning Support

Presentations – What's Important

1. Stage personality

2. Speech

3. Presentation slides

4. Presentation collateral



Michael Pritchard and the Life Saver bottle



https://www.ted.com/talks/michael_pritchard_invents_a_water_filter?utm_campaign=tedspread&utm_medium=referral&utm_source=tedcomshare

Stage Personality – What is this?

Appropriate dress style for the presentation event

Self assurance and self-belief

Believe in what you are presenting

Look at audience – scan audience

Talk to audience as if talking personally to one person

Learn your speech off by heart

No unnecessary gestures

Speech – What makes a speech good?

Sentences and sentence structure {
Easy to understand
Meant for speaking

Directly address the audience

Focus on one point at a time

Keep within given timeframe

Speech Strategies

Rhetorical questions

Involve the audience

Ask for audience response, where appropriate

Give information in systematic bite-sized portions

Presentation Slides – What's important?



From "Let it snow" by N. Baraty, Photo of the day. National Geographic (2018, April). Retrieved from <https://www.nationalgeographic.com/photography/photo-of-the-day/2018/04/brooklyn-blizzard-snow-new-york/>. In the public domain.

Presentation Slides – What's important?

Where does my text go?

- ▶ Is this too small to see even when projected onto a screen? How do I know if it's ok to use this type and size of font? Where can I find answers to my questions?
- ▶ I find presentations very intimidating. It isn't just having to stand in front of a live audience. It's also having to prepare presentation slides. It's bad enough having to write a speech that fits into a time frame and learning it off by heart. Having to create slides to accompany my speech and remembering where to click for animations and when for my next slide just completely exhausts me. I feel so drained just thinking about it. I prefer to just finish an essay and submit it. I hate exams but I hate presentations even more. I just want to sink into a hole in the floor when I stand in front of a live audience. I don't know where to look. I go all breathless and nervous and just want to run away. Presentations are the bane of my student life. I wish universities would just do away with oral presentations and rely on assignments and exams. Then I would be so much happier studying.

Minimal text per slide

Large, easy-to-read font

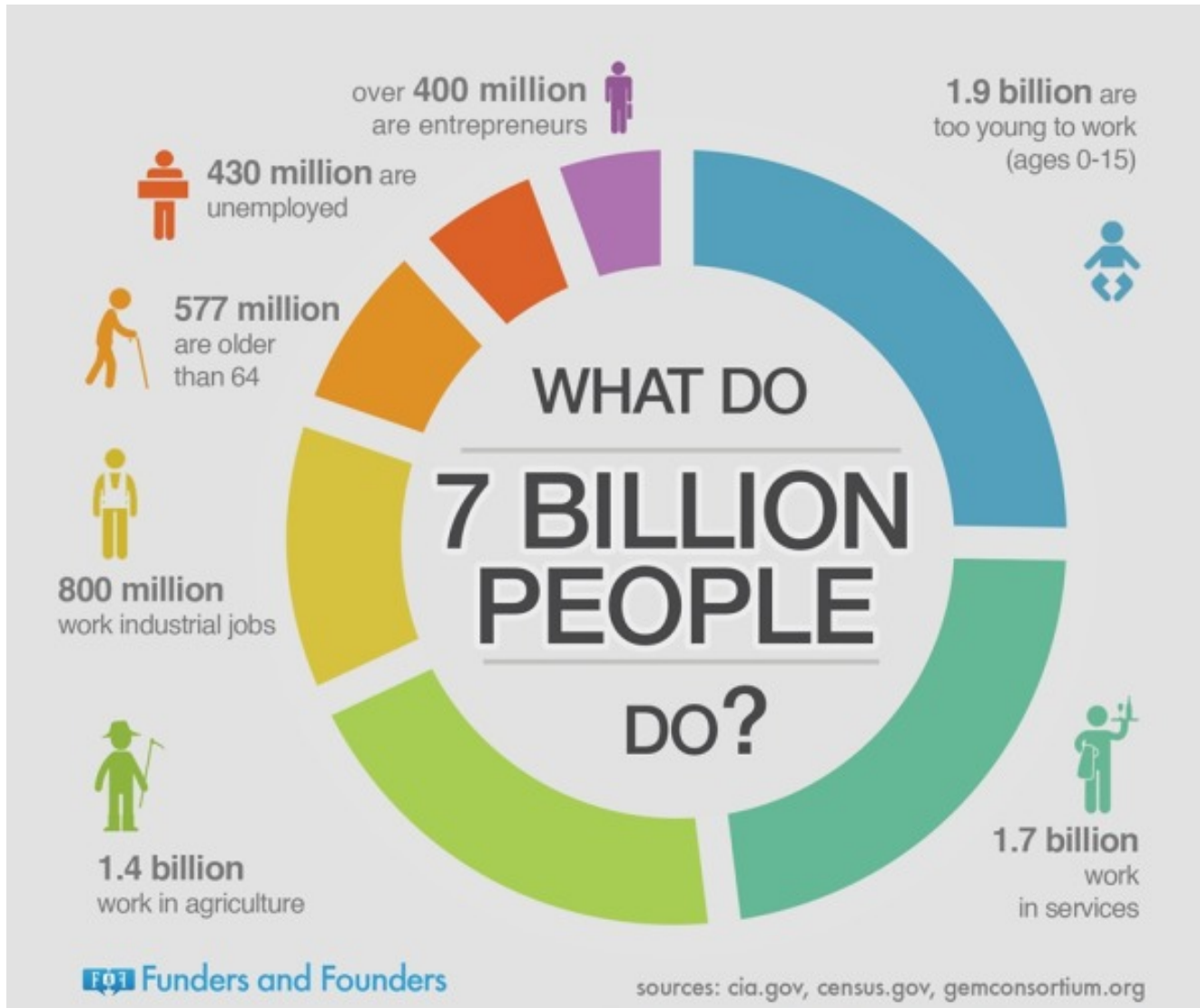
Font size (minimum font 24)

No bullet points

Use text boxes and animations

Enhance speech – does not make audience read the text

Presentation Slides – What’s important?



One number – clearly written

Simple graphs

One message

Pie charts / Bar charts / Trend analysis – self-explanatory

Enhance speech

Presentation Slides – What's important?

**ONE
Idea
Per
Slide**



One message per slide

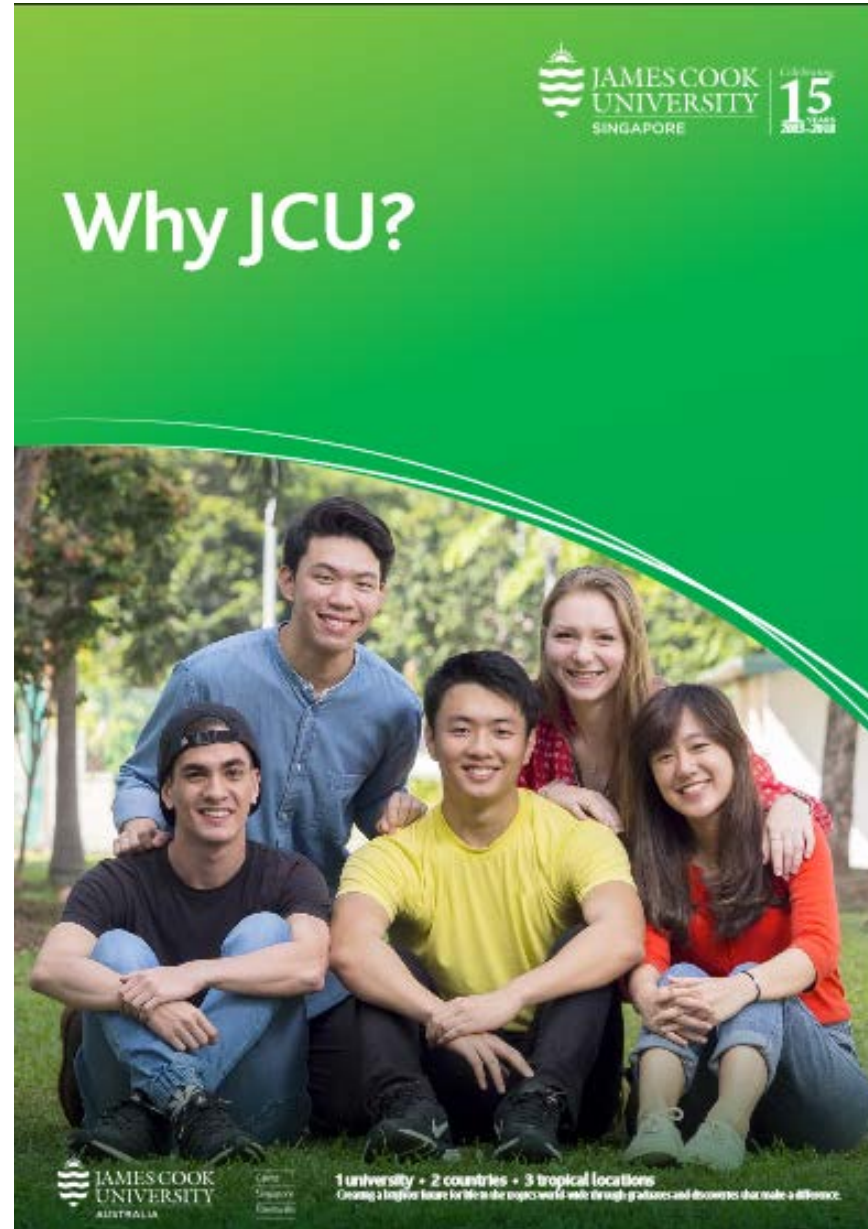
Visual + Text + animation =
One effective message

Reflect the needs of the audience

Enhance speech

Presentation Collaterals – Good and Effective

Relevant to message



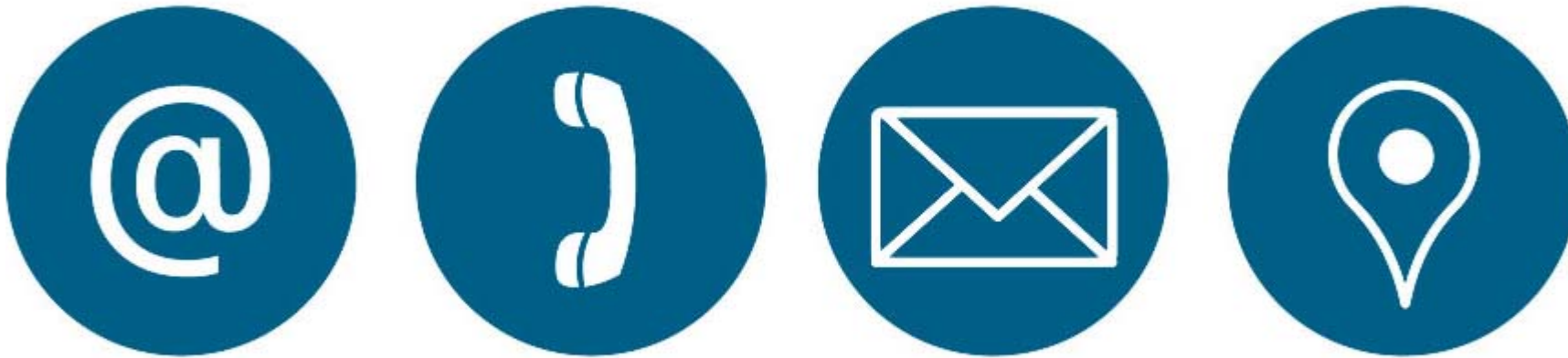
Involve the audience

Distribute to audience

Easy to use

From “Courses & Study”, James Cook University Singapore (2018). Retrieved from <https://www.jcu.edu.sg/courses-and-study/courses>. In the public domain.

Contact us ...



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