

ORAL PRESENTATION TIPS

1. Practice, practice, practice ... beforehand. (Do the presentation for a friend or in front of a mirror!)
2. Do NOT read. Instead, present from an outline or notecards where you have only notes about what to say – not full sentences that you will be tempted to read aloud.
3. Make eye contact with the audience. Interact with the audience. Ask a question to solicit interest or reinforce your point.
4. Present with a confident posture and a well-paced speed with clear enunciation at the proper volume for the space.
5. Use vocabulary, syntax, and grammar appropriate to the subject matter, context, expected level of formality, and audience.
6. Balance time fairly between—or among—presenters.
7. Use a visual aid.

You, the speakers, are the message.

The Prezi, PowerPoint, or handout only supplements *what you are saying*.

A visual aid, thus, has four purposes when used appropriately:

- helps speakers remember the topics and the audience to understand and follow the order of the presentation (outline)
- saves time and increases understanding of proportions and statistics by providing visual summaries of data with charts and graphs
- moves the audience with pictures, music, and video that evoke the desired emotion (shock, empathy, humor, etc.)
- enhances a speakers' credibility by showing care in preparation and academic honesty with listed references and citations