

How to Make an Oral Presentation

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*My Favorite Assignment- Teaching Aid on the
Assignment (2)*

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Chapter 21 Making Oral Presentations

Four Types of Oral presentations

1. **Impromptu**- without advanced notice
2. **Extemporaneous**- **speech done** without any preparation or practice
3. **Scripted**- read a text written in advance
4. **Memorized** –**speak without notes or a script**

You will deliver presentations to four types of audiences

1. **clients and customers**
2. **coworkers/ colleagues** in your organization
3. **fellow professionals** at technical / academic conferences
4. **the public**

**Preparing an oral presentation
consists of five steps:**

- 1. Analyze the speaking situation.**
- 2. Organize and develop the presentation.**
- 3. Prepare the presentation **graphics**.**
- 4. Choose effective language.**
- 5. Rehearse the presentation.**

Here is the typical time allotment in a 10-minute presentation:

<i>Task</i>	<i>Time (minutes)</i>
Introduction	1
Body	
First major point	2
Second major point	2
Third major point	2
Conclusion	1
Questions	2

Follow these four guidelines
when concluding a presentation

1. Announce that you are concluding.
2. Summarize the main points.
3. Look to the future.
4. Invite questions politely.

An effective graphic has five characteristics:

- It presents a clear, well-supported claim.
- It is easy to see.
- It is easy to read.
- It is simple.
- It is correct.

When planning your graphics, consider four aspects of the speaking situation

1. **length** of the presentation
2. **audience aptitude** and experience
3. **size and layout** of the room
4. **equipment**

Select from the five basic media
for presentation graphics:

- 1.computer presentation**
- 2.overhead projector**
- 3.chalkboard or other hard writing surface**
- 4.Objects (artifacts)**
- 5.handouts**

There are two reasons to choose effective language for a presentation:

- Listeners can't go back to listen again to something they didn't understand.
- Because **you are speaking live**, you **must maintain your listeners' attention**, even if they are hungry or tired or the room is too hot.

Use language to signal
three kinds of presentation elements

- **advance organizers**
- **summaries**
- **transitions**

Follow these three guidelines
for using memorable language:

- **Involve** the audience.
- **Refer to people**, not to abstractions.
- **Use interesting facts, figures, and quotations.**

Concentrate on three aspects related to **delivering a presentation**

- **Calm your nerves.**
- **Use your voice effectively.**
- **Use your body language effectively.**

Think about these six points to help calm your nerves:

- You are much more aware of your nervousness than the audience is.
- Nervousness gives you energy and enthusiasm.
- After a few minutes, your nervousness will pass.
- You are prepared.
- The audience is **there to hear you, not to judge you.**
- The audience is made up of individual people who happen to be sitting in the same room.

Try these four techniques
to release nervous energy:

- **Walk around.**
- Go off by yourself for a few minutes.
- Talk with someone for a few minutes.
- Take several deep breaths, exhaling slowly.

Pay attention to five aspects of vocalizing:

- **volume**
- **speed**
- **pitch**
- **articulation**
- **nonfluencies**

Follow these four guidelines
when facing an audience:

1. Maintain **eye contact**.
2. Use **natural gestures**.
3. **Don't block** the audience's view of the screen.
4. **Control** the audience's attention.

Follow these three tips for presenting to a multicultural or multilingual audience

- Hire translators and interpreters if necessary.
- Use graphics effectively to reinforce your points for nonnative speakers.
- **Be aware that gestures can have cultural meanings.**

Be prepared for these *four problems* you might encounter in answering questions:

- You're **unsure everyone heard the question.**
- You **don't understand the question.**
- You have **already answered the question during the presentation.**
- **A belligerent member of the audience** rejects your response and insists on restating his or her original point.

The End

- ▶ Courtesy to *Technical Communication 11th edition* by Mike Markel