

For the Division of Education, Arts and Social Sciences

Oral Presentation Skills: Preparing for the Presentation

Learning and Teaching Unit Magill Campus

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Preparing the Slides



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Include <u>one</u> main point per slide

- Use key words
- Add extra details verbally
- Your audience should listen more and read less

Visuals should be:

- varied e.g. graphs, charts, images, etc.;
- relevant to the topic;
- engaging (remember your audience);
- easy to see; and
- balanced with text.

Slide Content (1)



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Headings & sub-headings

Be consistent with font and size

Animations

• Ensure it is academic, minimal and relevant

Language & content accuracy

- Proofread & edit errors:
 - Grammar & vocab
 - Content & data
 - Referencing

L³ Language Literacies Learning

Slide Content (2)



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Background Contrasts Colours Patterns



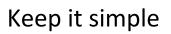
 Font
 32 28 24 20

 Size
 32 28 24 20

 Style
 Style

 Be consistent
 Style

Colours





L³ Language Literacies Learning

Good and Bad Examples



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Presentation 1

This presentation will be about giving presentations to a large group of students. Today I am going to tell you all about the different techniques you can use. Some of these techniques are effective, others are not. Please feel free to ask me questions at the end of my presentation. Let's start with spoken content.



Oral Presentations

An overview Introduction The speech The visuals The audience Conclusion References Q&A



Referencing on Slides



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Referencing:

- is required in academic tasks;
- demonstrates that expert and reliable sources have been sought and considered; and
- is a standard practice used in academia for acknowledging sources.

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Preparation and Research

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Begin by researching the topic

Read critically and analytically

Interpret and compare information from different sources

Work out relationships between the different points

Check the relevance

Practising for the Presentation



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First practise by yourself with a data projector

• Do not exceed allocated time

Next practise in front of a friendly yet critical audience (e.g. Course-mates)

Practise again by yourself

Practising for the Presentation

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Anticipate questions from the audience and prepare answers

If you cannot answer a question, tell the audience that you will follow this through and get back to them

Know your content so that you do not appear surprised

Questions can be taken:

- at anytime throughout the presentation
- after a sub-section of your topic
- at the end of the presentation