

For the Division of Education, Arts and Social Sciences

Oral Presentation Skills: Preparing for the Presentation

Learning and Teaching Unit
Magill Campus



Copyright Notice

Do not remove this notice.

For the Division of Education, Arts and Social Sciences

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been produced and communicated to you by or on behalf of the University of South Australia pursuant to Part VB of the *Copyright Act 1968 (the Act)*.

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

Preparing the Slides

For the Division of Education, Arts and Social Sciences

Include one 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)

For the Division of Education, Arts and Social Sciences

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

Slide Content (2)

For the Division of Education, Arts and Social Sciences

Background

Contrasts

Colours

Patterns



Font

32 28 24 20

Size

32 28 24 20

Style

Be consistent

Colours

Keep it simple



Good and Bad Examples

For the Division of Education, Arts and Social Sciences

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

For the Division of Education, Arts and Social Sciences

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.

Preparation and Research

For the Division of Education, Arts and Social Sciences

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

For the Division of Education, Arts and Social Sciences

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

For the Division of Education, Arts and Social Sciences

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