

# OP: Preparing for the Presentation Script

For the Division of Education, Arts and Social Sciences

## Slide 1: Introduction

Welcome to a presentation on Oral Presentation Skills. This presentation will focus on preparing for the oral presentation. In order to deliver an effective presentation, a presenter has to place a lot of emphasis on preparing for the presentation. The more a presenter prepares, the better the presentation will be. This presentation will focus on among others slide preparation, slide content, referencing and practising for the session.

## Slide 2: Copyright Notice

## Slide 3: Preparing the Slides

In order to clearly communicate the message, the presenter should only include one main point per slide. Only key words should be included on the slides and the presenter can verbally expand on these. Placing too much of text on the slides would encourage the audience to read more and listen less.

Text should be balanced with visuals as text-heavy slides can put off the audience. If the presenter uses visuals, they should be varied and relevant to the topic. Visuals should also be engaging and easy to see.

## Slide 4: Slide Content (1)

The content of the slides should be organised with headings and sub-headings. The font type and size should be consistent throughout the presentation. If the presenter uses animation, they should be academic, kept to a minimum and relevant to the presentation. The presenter should also ensure that the slides are checked for language and content accuracy. Moreover, the presenter should proofread and edit errors associated with grammar, vocabulary, content, data and referencing.

## Slide 5: Slide Content (2)

One point to consider when preparing the content of the slides is the background and the text. A dark coloured font on a dark background cannot be read clearly. Ideally, the text should be lighter than the background or vice versa. The presenter should not choose colours such as yellow for the font as they don't appear well on the screen. The presenter should also be wary of using patterns on the background of the slides as this will seriously impact on the clarity of the text.

The font size can also impact on how clearly the text can be seen by the audience. The smaller the font size, the more difficult it will be to read. Font size should not be smaller than 18 points. The Sans Serif fonts are easier to read compared to those which are too stylistic. Whichever font that is used by the presenter, there needs to be consistency.

Generally, the presenter should not use more than three colours. The more colours that are used on the slides, the more distracting it can be.

### **Slide 6: Good and Bad Examples**

You will now see three examples of slides. Look at each one of them and identify which of the three is a good example. Which did you choose? The colours used in Slide 1 are clashing. On Slide 2, the font is too small and stylistic. This makes reading difficult. There is also a spelling error in the text. The third slide is a good example as the text can be read clearly, the range of colours used is minimal and there is a balance between text and visual.

### **Slide 7: Referencing on Slides**

Oral Presentation is an academic task and as such referencing is required on the slides. When a presenter cites their sources on the slides, they are demonstrating to the audience that they have sought and considered expert and reliable sources. Referencing the information in oral presentation is important as it is a standard practice used in the academia for acknowledging sources.

### **Slide 8: Preparation and Research**

The preparation for the presentation begins as soon as the task is set. The first thing a presenter should do is research the topic. They should get as much information as possible about the topic and critically as well as analytically read the information. They should interpret and compare information from different sources so that they provide an objective view of the topic. The presenter should also work out the relationship between the different points and present only those that are pertinent and relevant to the discussion.

### **Slide 9: Practising for the Presentation**

A key point to presenting efficiently is the amount of practice a presenter undertakes before the presentation. The more the presenter practises, the better their presentation will be. The presenter should first practise by themselves. If possible they should use a data projector and time themselves so that they do not exceed the allocated time. Next, the presenter should practise in front of a friendly yet critical audience such as their course mates. They should use their course mates' feedback to improve on their presentation. Finally, the presenter should practise some more before the presentation. Remember, confidence comes with practice.