



OP: Presentation Style 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 the presentation style component of the session. Whether a presentation is effective or not will depend a lot on the presentation style. A presenter may have spent a lot of time working on the presentation, however, if they do not present in an effective manner, there is potential for the session to fail. Listen to this presentation and try to incorporate the suggestions in your future Oral Presentation sessions.

Slide 2: Copyright Notice

Slide 3: Body Language

The body language of the presenter can communicate a lot of implicit and explicit meaning. It is important for the presenter to consider aspects such as their gestures, movement, position and posture during the presentation. An overly animated presenter who constantly gestures with their hands may distract the audience. A presenter should also decide on what they want to do with their hands. Are they going to hold something, clasp their hands behind their back or keep them in their pockets? Consider how each of these will come across to the audience. What about movement? Is the presenter going to stand in one spot? If they moved, how much can they move without distracting their audience?

Where should the presenter position themselves? Do they have to be close to the computer or laptop? Are they going to stand close to the audience? Wherever the presenter stands, they should not block the audience's view. The posture of the presenter will also show the audience how passionate or engaged the speaker is about the topic. Look at the posture of this presenter. What is your perception of them? In order to be engaging in your presentation, you need to be engaged yourself. Make sure you are passionate and knowledgeable about the topic.

Slide 4: Eye Contact

Eye contact with the audience is important as the audience may feel left out if the presenter does not look at them. Although it is impossible to look at everyone in the room all the time, the

presenter should look at each member of the audience at least once every few minutes. No one in the audience should be ignored. The presenter should not spend too much of time looking at or reading from their slides or even looking at one particular spot in the room as the audience will not engage with them.

Slide 5: Managing the Presentation

Time management is very important in Oral Presentation. In most assessment tasks in the university, instructors will allocate a specified time for the presentation. They would be unhappy if the presenter went over the allocated time while presenting as this will greatly impact on other presenters. Conversely, it could also mean that the discussion had not been undertaken rigorously if a presentation is too short.

The use of visual prompts is allowed in Oral Presentation. However, the presenter should not extensively read from the slides or other prepared material. If the presenter does use prompts such as cue cards, they should only record key words. This will encourage the presenter to speak rather than read. The presenter should also number each cue card to match their PowerPoint slides so that if they accidentally dropped them, they would still know the order. If presenters use cue cards, they should only write key words and this too in large, clear print so that they can talk about the issues with a quick glance.

Slide 6: What about Group Presentation?

In some study programs in the university, you will be asked to do group presentations. In order for group presentations to succeed, the group members must research, write and prepare for the presentation together. Group members must decide who is going to say what. It would be a good idea for group members to work together on the presentation from start to end. When group members go away and work on their individual sections and then try to pass it off as group work, it will show in the presentation.

It is also a good idea for the group members to work on the slides together to ensure consistency in the layout, format, etc. They should also save their presentation as a whole document rather than different sections. The presentation should be saved in a compatible format or presenters may not be able to access the presentation when they need it. Having backup copies of the presentation would also be a good idea.

Finally, group members should practise as a whole group and time each other so that everyone keeps within the allocated time. The presenters should also provide each other with feedback.