

For the Division of Education, Arts and Social Sciences

Oral Presentation Skills: Presentation Style

Learning and Teaching Unit
Magill Campus



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Body Language

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Body language – Consider the following:

- Gestures
- Movement
- Position
- Posture



Be engaged to be engaging

Be passionate and knowledgeable about the topic

Eye Contact

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Eye contact

Do:

involve your audience by looking at them; and
look at everyone in the room.

Do not spend too much time:

looking at/reading your slides; or
looking at only one particular spot.



Managing the Presentation

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Time management:

- Be aware of the time; and
- Keep the clock or your watch in your view.

Use of visual prompts:

- Do not read from slides
- If you use cue cards:
 - record key words only;
 - number each card to match your PPT slides; and
 - write in large, clear print.

What about Group Presentation?

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Ensure that:

- you look like a group;
- there is cohesion and coherence between the different sections (use transition words); and
- the transition between the different speakers is smooth.



Consider:

- where group members are going to stand?
- how they are going to step in to do their part?
- the organisation (structure) of presentation.

Preparing for Group Presentation

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Research, write and prepare for the presentation together:

- Decide who is going to say what
- Prepare the slides together:
 - This will ensure consistency in layout, format, etc.
- Save your presentation as a whole document

Practise as a whole group:

Time each presentation; and
Provide feedback to each other.