Slide 1: Introduction

Welcome to a presentation on Oral Presentation Skills. This presentation focuses on the content component of your session. The core element of your presentation is the content. It is the presenter's responsibility to communicate the content as clearly as possible. In order to do that, the presenter needs to ensure that the information that is presented is coherent and cohesive.

Slide 2: Copyright Notice

Slide 3: Good and Bad Example

In this video, you will see two examples of Oral Presentation. Watch both and identify which of the two, you think is a better presentation. What are some of the reasons you think it is better? Did you pick Presentation 2? Was this because the presenter was better prepared, presented in a clear, logical and cohesive manner as well as demonstrated body language that engaged the audience? You are right. Presentation 2 is definitely the better of the two.

Slide 4: Structure of the Content

Similar to other academic assignments, the Oral Presentation is also organised into the introduction, body and conclusion components.

Slide 5: Organisation of the Content: Introduction

A good introduction informs the audience how the presentation is organised. Some presenters have a slide outlining the structure of their presentation. This, however, is optional. Begin the presentation by introducing yourself, the topic of presentation, the focus as well as structure. Presentation topics are usually very broad and you cannot address everything in the limited time you are usually allocated. It is a good idea to inform your audience that you will be focusing on particular aspects related to the topic and the order they will be presented.

Slide 6: Organisation of Content

Remember, it is really important for the presenter to communicate the content as clearly as possible to the audience. In order to do that, the presenter must ensure that the discussion is relevant to the topic and is organised in a logical manner. The main points should not only be introduced but explained in detail with reference to evidence from your research. The presentation of the content must be coherent and cohesive. This means that the message must be meaningful and the presentation must flow well. The language used in the presentation must be pitched to the level of the audience. For example, a presentation that uses many technical terms may leave the audience confused.

Slide 7: Organisation of the Content: Body

In order to establish coherence and cohesion, the presenter must not only introduce the main points clearly but also discuss the points in detail with evidence and justification from their research. Everything that is stated must be clearly linked together. The discussion of something that was put forth earlier must be linked to what is being said now and to that which will be articulated next. The use of transition and linking words such as moreover, furthermore, subsequently and conversely will help with this.

Slide 8: Organisation of Content: Conclusion

The function of the conclusion is to re-engage the audience's attention by restating the main message and recapping the key points that were discussed in the body section of the presentation. The presenter should wrap up the presentation by bringing everything together by making recommendations or suggestions or identifying implications. This of course will depend on the allocated time. The presenter should never end the presentation with a 'That's all', 'The end' or 'Finished'.

Slide 9: Factors to Consider when Presenting Content

When preparing the content for the presentation, the presenter needs to consider the audience. One point to contemplate is what the audience knows or does not know about the topic. The presenter also needs to identify how the presentation can be made interesting, informative and appropriate for the audience.

Slide 10: Factors to Consider when Presenting Content

As this is an Oral Presentation, your audience would expect you to speak rather than read from your slides or notes. If you read too much then your audience will not engage with your presentation. In order to be understood, the presenter should focus on their pronunciation and voice projection. The presenter should speak at an even pace and not rush through the discussion. They should enunciate key words and phrases so that the audience knows that they should pay particular attention to this. The presenter should also vary their intonation to identify different types of meanings such as questions, statements, attitudes and feelings. They should place the word stress in the correct position and project their voice so that everyone in the room can hear them. Do click on the following link to identify the five basic principles of public speaking.