



For the Division of Education, Arts and Social Sciences

Oral Presentation Skills: Presenting the Content

Learning and Teaching Unit
Magill Campus



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How to Give a Good Oral Presentation

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Please see the video on 'Good and Bad Examples of an Oral Presentation' in the Echo360 video



Organisation of Content

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Introduction

Body

Conclusion

Organisation of Content: Introduction

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A slide outlining the structure of your presentation

Introduce:

- yourself
- your topic
- the focus
- the structure of the Presentation

Let the audience know their role

- Interactive vs Q & A at the end

Organisation of Content

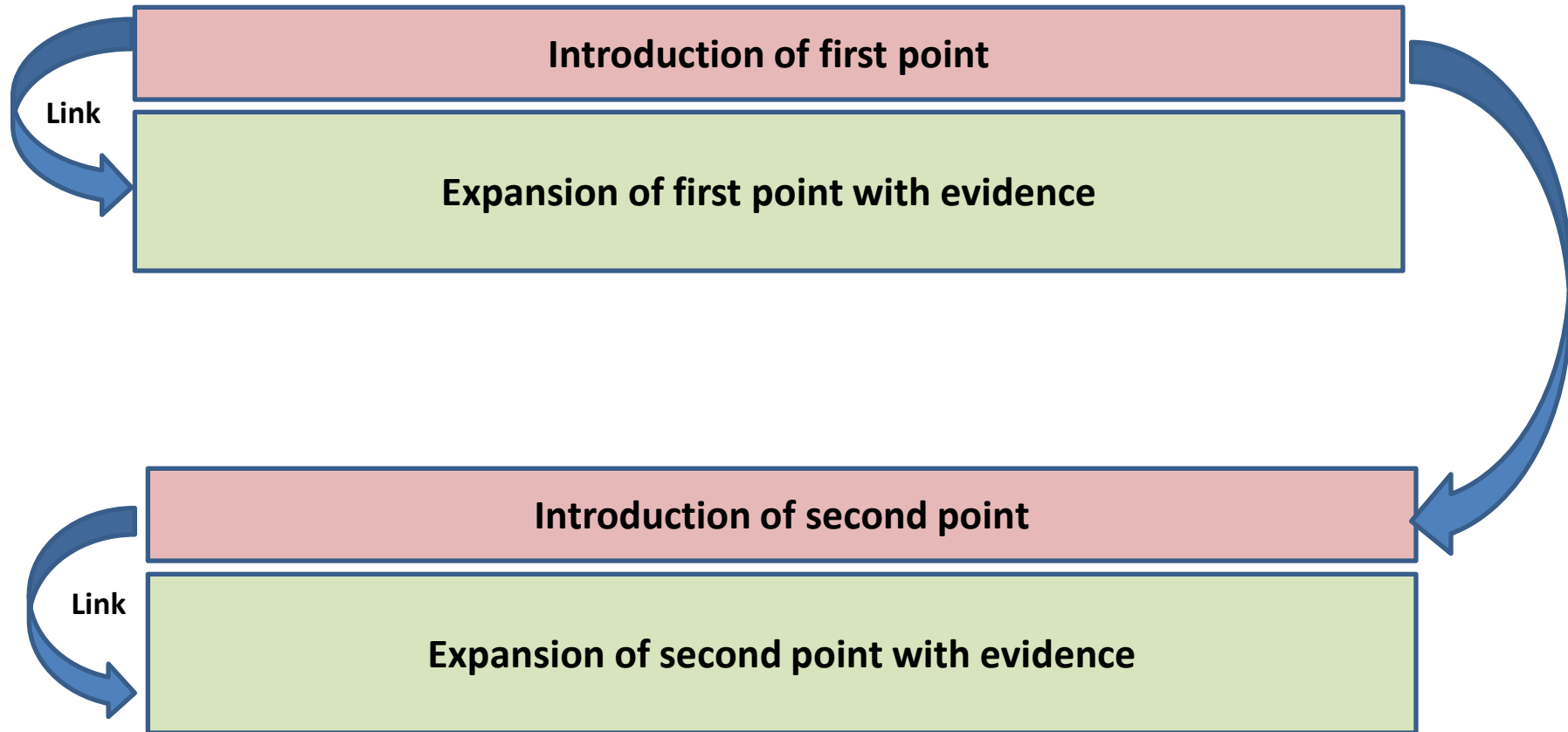
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Communicate your main points:

- Keep it relevant
- Keep it logical
- Explain main points in detail
- Refer to evidence
- Ensure that the message is coherent and cohesive
- Use language appropriate for your target audience

Organisation of Content: Body

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Organisation of Content: Conclusion

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A conclusion:

- restates the thesis statement (main message)
- recaps the main ideas
- wraps up the presentation

Avoid concluding with:

- “That’s all”, “The end”, “Finished”

Factors to Consider when Presenting Content

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Your audience:

What do they know/do not know about the topic?

How to make the presentation:

- interesting?
- informative?
- appropriate?



Factors to Consider when Presenting Content

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Speak rather than read:

Use your PowerPoint slides as support

Pronunciation & Voice

- Speak at an even pace
- Enunciate key words
- Vary your intonation & stress
- Speak at an appropriate volume

http://www.youtube.com/watch?v=AykYRO5d_II