Introductory Academic Program (IAP) Oral Presentation Skills (Input Session)

Learning Advisers
UniSA
Watch this video and discuss

Presentation 1
Is this a good presentation?

Presentation 2
How does this presentation differ?

Effective oral presentations
What should you consider in relation to:
• The spoken content
• The visual content
• Your target audience
Key factors

The spoken content should be:
• relevant to the task and to your audience
• organised logically and include transition signals
• an expansion of ideas which are presented visually (e.g. on your PowerPoint)
• supported by reliable evidence
• expressed clearly (consider your pronunciation, volume, pace and pausing)

The visuals should:
• support the spoken content
• be clearly presented (text, images, layout)
• be of a professional standard (grammatically accurate and academic)
• not be text heavy (your audience should listen more and read less)

Consider your audience
• Who are they?
• What do they know already?
• How can you inform them in an interesting and engaging manner?

Engage your audience through spoken and visual content as well as your presentation style
Introduction
• Greet your audience
• Introduce yourself (if you are not known to your audience)
• Introduce the topic and your specific focus (if different to other students’ topics)
• Provide the audience with an overview of your presentation structure
• You may wish to answer questions throughout your talk, after each section or at the end (let your audience know in your introduction)

Body
• Follow the structure presented in your overview
• Develop the main points – explain how they are relevant to your topic/focus
• Support your ideas using evidence and/or expert opinions (remember to reference!)
• Use linking words and phrases to show connections and/or transition between ideas
• Use language which is appropriate for your target audience (e.g. general academic or discipline-specific?)

Conclusion
• Recap the main ideas and restate your focus and/or argument
• Conclude by summarising your position based on the research/findings
• Avoid abrupt endings (e.g. do not end with “Finished” or “That’s all”
Look at three example PowerPoint slides. Which is more appropriate and why?

Example 1
Example 2
Example 3

When preparing your slides, consider:
• The text
• The images
• The layout
Include **one** main point per slide:
- Use key words and phrases
- Appropriate vocabulary and accurate grammar
- Add extra details verbally (your audience should listen more and read less)

**Analyse the script for a presentation on the “values education” movement**
- What headings would you use?
- Which are the key words you would include on your slide?
Visual content: the images

Images should be:
• Relevant to the topic
• Appropriate for the ideas being presented (e.g. graph, chart, picture, etc.)
• Engaging
• Clearly visible
• Balanced with the text

Analyse the script for the presentation on the “values education” movement again
What type of image could you use and how would you refer to it during your presentation?
Visual content: the layout

Background
• Avoid extreme contrasts, colours and patterns

Font size and style 32 28 24 20
• Use an appropriate font size and style
• Be consistent across slides in terms of headings, sub-headings, and bullet points

Visual effects
• Do not overuse
• Ensure they are appropriate for an academic context

Language and content accuracy
• Proofread and edit (grammar, vocabulary, content, data and referencing)
Presentation style

The spoken content and your visuals will help engage your audience, but what else is important?

- Body language
- Eyes and expression
- Voice
Presentation style: body language

Your body language can contribute to your presentation.

Things to consider include:
• Gestures
• Facial expressions
• Movement
• Position
• Posture

Look engaged to be engaging
Use your body language to show that you are interested in and know your topic well
Presentation style: eye contact

- Involve your audience by looking around the room
- Engage in eye contact with your audience members

Avoid:
- staring at one person or in the air/at the ceiling
- reading your notes
- facing your PowerPoint or reading from your slides
Presentation style: voice

Speak at an even pace
Avoid speaking too fast or too slow
Pause effectively to emphasise key ideas

Check your pronunciation
...particularly words which are key to your topic

Use appropriate intonation and stress
Avoid speaking in a monotone (your audience will find it difficult to concentrate)
Check the intonation and stress pattern of words at sentence level

Project your voice at an appropriate volume for the venue
The bigger the venue, the more you will need to project your voice
(NOTE: Projecting your voice does not mean shouting)

Look at the example script again
• Which key words would you check the pronunciation of?
• Where would you pause to add emphasis?
• Practise reading at an even pace and focus on your intonation and stress patterns.
Other considerations

Technology and venue
• Check that you know where the venue is and the layout
• Familiarise yourself with the technology you will be using

Time management
• Be aware of the time (keep the clock or your watch in view)
• Tailor your presentation for the allocated time
• Ensure your presentation is well-paced
• Ensure there is sufficient time for your main ideas and/or arguments (Your introduction and conclusion should be brief)

Question time
• Know your content so that you do not get caught by surprise
• Predict and prepare for possible questions asked by the audience
• If you cannot answer a question, tell your audience that you will find out and get back to them
Other considerations

Visual prompts such as cue cards (optional)
- include key words only
- number each card to match the PowerPoint slides
- write in large, clear print
- avoid overelying on the cue cards (maintain good eye contact)

Referencing
- research find academic and credible readings relevant to the topic
- refer to experts and studies to support the ideas you present
- use the referencing style required in your program to acknowledge your sources
Group presentations

Work together to prepare
• research, write and prepare the presentation together
• decide on who is going to present each section
• decide on what the slides will look like (content, layout, images, etc.)
• save your PowerPoint slides as one whole presentation
• practise as a group and provide feedback to each other

Ensure that you look like a group during your presentation
• look like you are presenting one presentation and not 3 or 4 separate mini-presentations on the same topic
• transition from one speaker to the next smoothly (practise and use appropriate transition signals)
Preparation and research

Read the **assignment task** carefully and check that you **understand** it

**Research** to find relevant readings

**Read critically** and analytically. Interpret and compare ideas and information presented from different sources. Identify:

- Themes
- Similar and different ideas
- Strengths and weaknesses in the arguments presented
- Your thoughts about what has been written

**Plan** the structure of your presentation (visual and spoken content)

**Prepare** a script and your PowerPoint

**Practise** more than once (alone, in front of a mirror, in front of friends, record yourself and listen back, etc.)

Ask for constructive **feedback from peers**
IAP Assignment: Oral Presentation

By now you should have:
• selected article(s) relevant to your field of study
• discussed your article(s) in the Reading 1 session

You will present a 3 minute Oral Presentation on ‘a topic relevant to your field of study at UniSA’ in week 3 (see schedule)

Homework
Prepare the spoken content of your Oral Presentation (No PowerPoint is required at this stage)
- Use the article(s) you selected to support the ideas you present
- Practise the spoken content and your presentation style
- Use the peer feedback sheet as a guide (bring next week)