Oral presentations

Learning & Teaching Unit

$L^3$ Language Literacies Learning
Overview

1. Why do oral presentations?
2. What makes a good oral presentation?
3. Tips for preparing your presentation
4. Tips for delivering your presentation
5. L3 support resources – www.unisa.edu.au/L3
Getting started – 3.2.1 activity

With a partner or in a small group think of:

1. question you have
2. potential issues when doing a group presentation
3. important points to remember when doing oral presentations
Why do oral presentations?

- Develop & demonstrate oral communication skills
- Develop & deliver a clear, concise message in a short period of time
- Employability
- Workplace communication
- Speaking as a professional to other professionals
- Develop your credibility as professional
What makes a good oral presentation?

- An interesting topic
- Well prepared
- Well researched – demonstrating your knowledge
- Well supported – through your readings, credible sources
- Presented effectively
Preparation

• Understand the assignment task/specification
• Think about the function of your talk. Is it to inform, persuade, or entertain?
• Consider the marking criteria
• Carry out the necessary research and assemble your information
Preparation – group conduct

• Exchange contact information (phone numbers, email addresses) with your team-mates and arrange an initial meeting

• At this initial meeting, divide up duties and decide who’s going to research/prepare/deliver which parts of the presentation

• Meet as frequently as necessary, though be aware of the multiple work and study commitments that your team-mates might be balancing

• At least once before the presentation date you should rehearse, time and fine-tune the presentation as a group
Sample assignment specification

Each team will give a **formal** presentation to their peers on their responses to the case study questions (assessment 5). Teams will **analyse** the case study and construct a presentation **describing** an overview of the case study, a **description** of the central problem/challenge/opportunity, the team’s **analysis** of the case, the chosen solution and/or recommendations (if any), a clear and concise **justification** for the chosen solution/recommendations (if applicable). This will be a **professional presentation**, enhanced with technology where appropriate and effective, that is designed to **inform** and “**sell**” your final problem solution.
Sample marking criteria

Communication style and format (40%)

• Speech that is clear and well paced, without the need for notes. Relaxed and animated style. Eye contact with whole group.

• Effective use of visual aids.

• Ability to answer questions effectively.

• Time length (as per course information)

Content and structure (60%)

• Logical planning & sequence of ideas.

• Clear introduction, overview and conclusion/recommendations.

• Comprehensive coverage - main issues discussed with adequate depth.
Presenting effectively

Consider:

- Target audience
- Spoken content
- Visual content
- Presentation style
Your audience

• What do they know?
• What do they need to know?
• How can you engage them?
  – Be interested & interested
  – Be informative
  – Be mindful of the language you use
Spoken content

- Structured logically
- Relevant to the topic
- Expand on ideas present on the PowerPoint
- Support with evidence
- Include a variety of transition signals
Structure

Introduction:
• Grab their attention
• Establish your credibility as presenters
• Explain the scope of your presentation and map the key points

Body :
• Structured around key points or ideas.
• Provide evidence/information/examples to support your points

Conclusion:
• Reiterate your main points
• Wrap things up with a concise take-home message
Visual content - Text

- Not much better (12)
- Better (16)
- Getting better (20)
- Much better (24)
- Even better (28)
- Best (32). This is a standard size
Don’t use fonts on your visual aids that might be difficult for your audience to read

Basic fonts like Arial, Calibri or Times New Roman are easiest to read.
Also, you don’t want to put too much information on a single slide. If you overload the slide with information, like this slide here, either the reader will not read it or they will get so caught up in reading it that they won’t pay attention to what you’re saying. While it is reasonable to present a long quotation in a slide to help your audience digest it, the average slide should only contain a few lines of text that reinforce what you’re saying, and not long or unwieldy passages like this one that go on and on and on and on and on and on and on and on and on and on and on and on and on. So don’t follow the example set by this slide.
Visual content - Images
Visual content - Layout

• No more than 6 dot points
• Short & sharp sentences
• White space
• Images

Aides

• Cue cards?
• Handouts?
Visual content – the message

Use images to communicate the message
Presentation - style & voice

• Speak at an even pace
• Enunciate key words
• Vary your intonation and word stress
• Emphasise key words by stressing & pausing
• Volume
Presentation - style & body language

• Gestures
• Movement
• Position
• Posture
• Eye contact

Competent professional?
Time management

• Preparation
• Practice
• Keep an eye on the time
• Be well paced
Group conduct - presentation

• Whoever is speaking should stand front and centre when talking to the audience

• Transition smoothly between speakers – “now it is over to Jane, who will present our recommendations”

• When you’re not talking, stand aside/back and don’t draw attention away from the speaker

• Don’t look bored while a team-mate is speaking
Any questions?

Additional resources:

www.unisa.edu.au/L3
www.unisa.edu.au/L3ITEE
www.unisa.edu.au/Referencing