ORAL PRESENTATIONS

Preparation

- Learn as much about the topic as you can.
- Prepare the Index.
- Remember that you should never read a presentation.
- Look up every word you have doubts about in a dictionary to pronounce it correctly.
- Rehearse giving your presentation aloud, projecting your voice.

Visual aids

- Be original.
- Be concise: just key words or short phrases.

Delivery

- Begin your presentation by telling your audience about the topic and the index.
- Speak clearly and slowly, loud enough to be clearly heard in the back row.
- Face the audience and hold your head up.
- When you use PowerPoint avoid the tendency to speak to the screen instead of to the audience.
- Deliberately pause at key points.
- At the end of your presentation, summarize your main points and give a strong concluding remark which refers back to the introduction and reinforces why your information is of value.
- Show some enthusiasm.