Oral Presentation Techniques
Oral Presentation Techniques: Objectives

- To introduce the key factors for successful presentation delivery
- To prepare effective visual aids
- To deliver successful presentations
- To evaluate presentation delivery
4 Key Factors for a Successful Presentation

1. Timing
2. Attention span
3. Personal approach
4. Practice
1. Timing

Do not ramble on during a presentation

Remember:
One Minute per Slide as Guideline
2. Attention Span:
Audience attention fluctuates
3. **Personal Approach**

Personal features of the presenter can make or break presentation

A. Gesture
B. Voice
C. Eye Contact
D. Breathing
3A. Gesture

Important in non-verbal communication

- Emphasize points
- Highlights
- Audience attention
- Vary gesture
- Important
  - position of speaker
  - position of transparencies
  - not to much movement
3B. Voice
Critical part of a verbal presentation

- Volume - speak to be heard
- Modulation - vary the voice
- Pause - make emphasis with pause
3C. Eye Contact

Look at each member of your audience

- Involvement
- Trust/support
- Interest
- Spontaneous reaction
3D. Breathing

Breathing during presentation is different from normal breathing

- Breathing deeper for
  - volume
  - control
  - emphasis
- Don't lose your breath or you will drown in mid-air
Elements of an Oral Presentation

• Good visual aids
• Logical sequence
Why we need visual aids?

- crystallize ideas
- keep speaker on track
- generate interest
- help information retention

Use visual aids to maximize the effectiveness of your presentation
Visual Aid Rules

- Keep it simple
- Minimize words
- Use large fonts
- List key points
- Use exact phrasing
- Use color
- Prepare handouts
Prepare a Presentation in a Logical Sequence

- Situation
- Theme
- Storyline
- Storyboard
- Master
- Production
- Practice
1. Situation
Consider the audience carefully

- How big?
- Who?
- Level of knowledge?
- Level of interest?
- Resistance?
- Time?
2. Theme

Define your theme in one short sentence

- Be concise
- Direct
3. Storyline

break down your theme into major parts

- Problem Definition
- Approach
- Findings
- Recommendation

Storyline
4. Storyboard
visualize the storyline into a storyboard

Problem definition → Approach → Findings → Recommendation
5. Master
finalize the flow of the presentation

- Finalize data
- Sketch all diagrams—clarity
- Conclusion
- Check for logic
- Consultation
- Rehearsal
6. Production

- Allow plenty of time for production
- One key message per slide!
- 5 rules when preparing visual aids:
  - 1. Keep it simple
  - 2. Minimize words
  - 3. List key points
  - 4. Make letters large
  - 5. Use exact phrasing
7. Practice!

Adequate rehearsal is essential for a good presentation

- Development of each visual
- Transition
- Self-confidence
- Timing

Practice Makes Perfect
8. Evaluation

- After every presentation, evaluate:
  - Did the audience "get" the key points?
  - Were the visual aids clear and useful?
  - Were the questions relevant?

- When possible, use written evaluations.
Conclusion

• Any professional can become an effective presenter.
• Knowledge is not enough.
• Being able to communicate is equally important.
• Investing time and effort in improving presentation skills is “always rewarded”.