Oral Presentation Tips

1. **Be familiar with the setting**
   -- the equipment
   -- the lights
   -- the podium
   -- the overall organization of the room

2. **Consider the audience**
   -- Tailor the information to that particular set of people
   -- What’s the purpose of the talk? Why are these individuals attending?
   -- consider education, background, interests, culture, etc.

3. **Provide an initial outline**
   -- Tell them what you are going to be telling them

4. **Rely on visuals**
   -- Use photographs, figures, charts, and other graphics to make your points.
   -- Make sure colors are appealing.
   -- Axis of graphs are labeled
   -- Graphics should be self-explanatory

5. **Limit text**
   -- Be concise with wording.
   -- Be current and professional in word choice.
   -- Titles, headings, labels should be consistent in font, size, and page position.
   -- Use proper grammar and spelling

6. **Pace, project, pronounce, and bounce**
   -- Slow your rate of presentation. Pace yourself.
   -- Speak loud enough for all to hear but do not shout. Consider a microphone.
   -- Articulate well. Practice pronunciation of tough words.
   -- No monotone presentations. Use rhythm and bounce – natural intonation and inflections.

7. **Respect time limits**
   -- If using powerpoint, assume approximately 1-2 minutes per slide.
   -- Finish 2-3 minutes early.
   -- Allow time for questions, answers, and discussion.

8. **Field questions honestly and professionally**
   -- Provide simple, direct answers.
   -- Demonstrate your comfort with the material.
   -- Repeat/ summarize the question prior to answering.
   -- Have back-up slides if desired for anticipated questions.

9. **Practice**
   -- Organize what you plan to say with each slide.
   -- Make the introduction solid, interesting, and impressive. Draw in the audience.
   -- Get feedback from others.
   -- Revise. Practice again . . . and again . . . and again.