

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.