



# Tips for the Oral Presentation

# Be Prepared

- Do the research.
- Be confident in what you are presenting.
- Be prepared to answer questions on what you are presenting.
- Create good visually appealing slides. If the content is boring the presentation may come across as boring.
- Have nice good quality visuals.
- Remember that your audience will read faster than you can talk.

# Practice

- Practice your talk and presentation.
- Do a trial run to time how long your presentation takes.
- Record your presentation using audio or video.
- Note how confident you are in what you are presenting.
- If certain words are tripping you up use different words.
- What happens if technology fails, do you have a back up?
- Can you use story telling to help you remember the data better?

# Too Many Slides

- Better to have more material than you need, just be aware of having too many slides.
- General rule of thumb is 1 slide per minute, depends, on what is on the slide.
- When practicing allow an extra 25% for the actual talk.
- Sometimes if the audience shows interest you might say something else that you had not planned on saying, which can lead you off topic or effect the remaining flow of the presentation.
- Don't fall into the trap of rushing to get to the end of your slides before the time runs out.
- Slow down, use pauses, allow time for the audience to digest what you have just said.
- If you make a mistake move on, chances are your audience never noticed.

# Use The Space

- Don't be afraid to take up too much space.
- T Rex Arms. What does this look like?
- Keep your feet in the one place. Move from the waist up.
- Don't appear apologetic to the audience.
- Don't try to blend in with the screen.

# Own The Space

- Be energetic.
- Use your voice to show that you are enthusiastic about the topic. (even if you are not)
- Do not speak in a low monotone, low energy voice. The audience will mirror this level of engagement.
- Keep eye contact with the audience. (one sentence, one person)
- Use the audience. Engage the audience.
- Speaking with a high energy level will allow you to command more attention and projects confidence to your audience.

# Be Yourself

- Be your own kind of perfect don't try to be anyone else's kind of perfect.
- Courage. (comes from Latin word "cor" meaning heart, tell your story with your whole heart.)
- Don't be too serious or formal, try to be yourself. (more authentic, natural and engaging)
- You should have fun when presenting.

<https://youtu.be/QKOO99UjsSE>

Tips on Giving Oral Presentations 2.05Mins

