Preparing and delivering an oral presentation

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What makes a presentation effective?
• Fully consider the audience’s needs
• Build rapport with the audience
• Achieve the presentation’s objectives
• Plan carefully
Stages in planning a presentation
1. Preparation

Know your subject: Why and what?

- **Identify the subject of your presentation.** You should be able to explain this in one concise sentence.
- **Identify your objectives:** what do you want to achieve and what do you want your audience to take away with them?
2. Choose your main points

- Try not presenting too many main points in a 5’-10’ minute presentation.
- Structure your main points in a coherent, logical way
- Make sure there is room for an introduction and a conclusion
- Make sure you find ways to illustrate these main points
3. The structure

“Breathe. Speak well. Leave them breathless.”
OPENING

• Introduce yourselves
• Try to catch the audience’s attention with a strong opening
• State what the problem in discussion is
• State the purpose and main message
• Give an outline
• Give the timing
MAIN BODY

- You have already written down and decided on your main points
- Use a storyboard to logically and in an orderly manner arrange these points before putting everything in slides
- Illustrate with clear examples and visual aids
- Use a header
- Use one point only in each slide
Conclusion

- Briefly summarise the main points
- What is the main message you wanted to put forward? Reinforce it!
- Let the audience look at the big picture
4. Reviewing the presentation

- Before you finish, ask yourself if:
  - You have included all the relevant points
  - The structure is logical
  - Make sure you stay within the time limit
5. DELIVERING THE PRESENTATION

- Keep the audience interested
- Try to be amusing
- Use anecdotes, if possible
- Try NOT to read from the slides
- Make eye contact
- You can memorise parts of the talk if you wish
- In the end, summarise your key points!
- Rehearse as much as you can before you deliver it!
References

- Planning a presentation (pdf). UK : Ryerson University. Retrieved from https://www.ryerson.ca/content/dam/lt/resources/handouts/PresentationSkills.pdf
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