

## 1.3 Oral presentations

See 2.6

<b>Skills</b>	<b>Criteria</b>
<b>Select and organise information</b>	<ul style="list-style-type: none"> <li>• Relevance of information</li> <li>• Amount appropriate to the time available</li> <li>• Brief introduction</li> <li>• <b>Argument</b> is well organised, using markers</li> <li>• Short conclusion or link (if in group)</li> </ul>
<b>Project confidence and enthusiasm</b>	<ul style="list-style-type: none"> <li>• Strong stance, calm appearance, eye contact</li> <li>• Minimal reference to notes</li> </ul>
<b>Speak clearly</b>	<ul style="list-style-type: none"> <li>• Clear speech</li> <li>• Steady pace</li> <li>• Some modulation</li> <li>• Appropriate emphasis</li> <li>• Explain or define new terms</li> <li>• Avoid jargon and long sentences</li> </ul>
<b>Use audio-visuals effectively</b>	<ul style="list-style-type: none"> <li>• Over Head Transparencies (OHTs) not crowded</li> <li>• Equipment used with ease</li> <li>• Information selected that assists the audience</li> </ul>
<b>Respond to the audience</b>	<ul style="list-style-type: none"> <li>• Counter arguments explained</li> <li>• Own argument summarised</li> <li>• Active listening and focused response</li> </ul>

### **Purpose**

To present a persuasive argument or report on a topic.

### **Audience**

Your audience will determine how much and how you will present. Choose vocabulary and information to suit their background.

### **Structure**

Introduction	Include the title, context or relevance, and overview the main points.
Argument	Present your point of view clearly. Include evidence and examples. Briefly consider alternative arguments and evidence.
Conclusion	Restate the argument perhaps with summary of counter argument. Do not introduce new material.

### **Style**

The vocabulary and language used should match that used by the audience in similar settings. Avoid an overload of information and new terminology.

## Steps

1. Read **critically and analytically** about the topic: interpret, compare information, work out relationships, check the relevance.
2. Form an argument and organise the evidence.
3. Structure your talk with an introduction, argument, conclusion.
4. Select your main points and list them as headings for OHTs.  
Make sure the print is large enough for your audience (at least 16 pt).  
Uncomplicated graphics can be included.
5. Prepare your main points on cards if you need prompts.
6. Practise standing, using OHT projector and notes. Check timing.

See 2.7

## Tips

To avoid reading your notes, only write headings on the cards you hold.  
More detailed notes can be on the table for reassurance and emergency.

## Useful references

Presenting Seminars, **LTDU website**, The University of Adelaide.  
Valentine, Nina (1993) *Speaking in Public*, Penguin Pocket Series, Australia.  
See the School of Commerce web site for examples and further advice.

See 2.1