



## Writing Centre

### Oral Presentation Tips

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Here are some tips to help you prepare for an oral presentation:

#### **Step 1: Review the Instructor's Criteria**

- How long does the presentation have to be? Are you required to do research?
- Are you only presenting information, or do you have to make an argument?

#### **Step 2: Choose Your Topic**

- To find ideas for a topic, consider the headings, subheadings, and index in your textbook.
- To narrow your topic, ask: **Who, What, Where, Why** and **How**?

#### **Step 3: Consider Your Audience**

- Does the audience already know about your topic?
- How can you engage your audience?
- Why is this topic important and relevant to your audience?

#### **Step 4: Gather Information**

- Become so familiar with the topic that it becomes natural to speak about it.

#### **Step 5: Organize Ideas**

- Organize your ideas into an introduction, a body, and conclusion.
- Outline your main points, both quotes and facts, on index cards.

#### **Step 6: Prepare Notes and Visuals**

- Write only the major points and key ideas. This will allow you speak naturally and spontaneously.
- Examples of visuals include video, overhead sheets, handouts, PowerPoint slides, and whiteboard notes.

#### **Step 7: Practice**

- Practice in front of a friend to build confidence and receive feedback.

#### **Step 8: The Presentation**

- Before you present, visualize the presentation going well.
- Think of your presentation as a conversation you are having with your classmates.
- Begin with an ice-breaker, e.g., ask a question about the topic.
- Make eye contact with friends and students you feel comfortable with.
- Have fun informing your audience. Don't forget to smile!