

## Oral Presentation – Key Tips

- Research and select main points.
- Do not have too many points.
- Prepare a strong (easy to follow, and memorable) introduction and conclusion.

Decide what you  
want to  
communicate

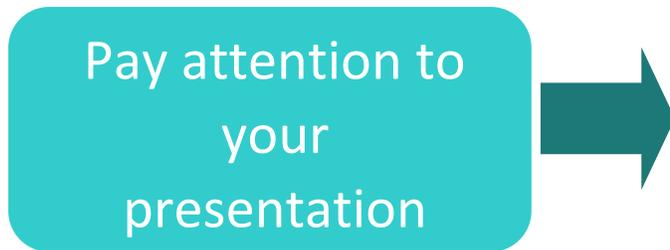
Concentrate on  
communicating  
your points.

- Use examples.
- Use **visuals**. Remember, “A picture paints a thousand words.”
- Use statistics, but use them sparingly.
- Make sure that what you put on a visual aid is readable by your audience and is uncluttered.
- Only put your main points on visual aids, not long paragraphs.
- Communication strategies that can be used include repetition; asking questions of the audience (rhetorical questions); and using signals, for example, “Later on I will let you in on a well-kept secret about presentations.”

- Don't read from your PowerPoint or visual aid. This is boring for your audience as they can read faster than you can read out loud to them.
- Don't write out more than you absolutely need. Use nouns (or your PowerPoint) to trigger your ideas.
- Do not expect to master a new (or newish) skill without practice.

Decide how to  
present the  
material

- Practise out loud and practise often. You could book a room (for example, a study room in the library) to practise.
- You could also book a learning advisor to help you analyse your task, to assist with structure, or to practise and receive feedback.
- Be totally familiar with your introduction.
- Record your speech.
- Time yourself.



- **Pace:** Speak slowly and clearly with pauses. It is very tiring to listen to someone speaking without pauses. Vary your pace for interest, and to underline the point you are making.
- **Pitch:** High pitched voices can indicate nervousness and are more difficult for an audience to listen to. Practise speaking at a lower pitch.
- **Volume:** Speak loudly enough for those in the back to hear.
- **Body Language:** Pay attention to gestures you make; some gestures can be distracting while others can help you connect with your audience; and remember eye contact is important.

## Useful Guides

[PowerPoint Presentation](#)

Updated December 2021