

Making an Effective Oral Presentation



Seven Characteristics



- A great beginning
- Excellent supporting facts or details
- A solid ending
- Strong voice with variation in tone
- Eye Contact
- Correct Grammar and Usage
- Appropriate gestures and use of the hands

Great Beginnings

- Get the listeners' attention
- Are often funny or thought provoking - getting the audience to laugh or think seriously
- Many good speakers start with stories
- Give the audience a preview of the topic you will discuss
- State your thesis or main idea



Excellent Supporting Facts or Details

- Be accurate.
- Make your argument compelling - be sure you give them reasons to believe your thesis or main idea
- Don't give too few supporting details, nor too many. Consider what facts you need to convince yourself.

Strong Endings



- Remind people what you have talked about
- Review your major points
- It is OK to leave them wanting more, but don't leave them feeling like you missed important points

Your Voice

- Inflection - do not speak monotone (the same tone like a drone) - use various pitches (high, medium, and low) as your voice permits
- Speak loud enough to be heard but not so loud people think you are screaming at them
- Speak clearly, pronouncing words correctly and **ENUNCIATING** your words



Eye Contact



- Look your audience directly in the eye
- If a large group, you can look over their heads
- Do not look down at your notes so much they think you are reading them word for word (verbatim)
- Know the speech well enough to be able to look up at the people constantly.

Gestures



- Do not wave your hands uncontrollably or swing your arms too much
- Do not fidget
- This takes a lot of practice - practice in front of a mirror to see when gestures are appropriate and when they are not.

Correct Grammar and Usage

- People are judged on the basis of their vocabulary and how well they speak.
- Use correct English Grammar
- Do not use words that are too big for you or the audience, but do not use baby words if you can avoid it.



Let's Review the Seven Characteristics

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