Oral Presentations: Tips and tricks

Presenter: Katherine Lyons
Centre for Teaching and Learning
60-90 mins; more info at: http://owll.massey.ac.nz/about-OWLL/pgs.php
Which areas most concern you about giving an oral presentation?

- Working out the format – the overall **structure** of this presentation
- Working out **what** to say
- Working out how best to **deliver/present** it
- Working out how to best present it **visually**
- **General oral presentation nerves!**
Which areas most concern you about giving an oral presentation?

1. Working out what to say
2. Working out how best to deliver/present it
3. Working out the format – the overall structure of this presentation
4. Working out how best to present it visually
5. General oral presentation nerves!
75% of participants in a study in a Karachi business school said they feared public speaking –

**BUT:** “students who fear public speaking can perform well if they use certain strategies to fight their fears” (Raja, 2017, p. 94).

In a US study, “**practice reduced fear of public speaking**” (Laborda, et al., 2016, p. 901).
General oral presentation nerves
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Know your audience

- What do they know already?
- What do they value?
- Friendly faces
- Visualisation
- Practice buddies?
Know your audience

What do they know already?

What do they value?

Friendly faces

Visualisation

Practice buddies?
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What to say:
1) Know the expected format
2) Know the content!

Task parameters
- Assignment task
- Marking rubric
- Length, references

Content
- Research
- Research extra!

Examples
- Previous students
- TED talks, radio presentations, YouTube
- Text of previous speeches

What was their structure?
How closely does it match your criteria?
Have a clear structure

Even more important than in an essay

Plan like this?

Give clear oral links
Have a clear structure

Beginning, middle, end

Problem? Rhetorical question? Anecdote?

Be logical AND give clear verbal transitions

Wrap up at the end
Have a clear structure

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## Have clear, non-distracting speech

<table>
<thead>
<tr>
<th>Good delivery</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paced</td>
<td>Write in <strong>pauses</strong>. Breathe!</td>
</tr>
<tr>
<td>Engaged</td>
<td>Vary <strong>volume</strong>, use emphasis. Use <strong>gestures</strong> (including to <strong>slide</strong>) ... not too repetitive. <strong>Eye contact</strong>.</td>
</tr>
<tr>
<td>Clarity</td>
<td>Aim for the back, <strong>project</strong>. Practice <strong>tricky phrases</strong>.</td>
</tr>
<tr>
<td>No distractions</td>
<td>Don’t <strong>wander</strong>. <strong>Unobtrusive</strong> notes, or none.</td>
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## Have clear, non-distracting visuals

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| Not too wordy                       | **Key** points only  
Replace with **pictures** IF RELEVANT  
Have **clear links** between slides and speech (headings help)  
Slides are an **aid** |
| Not distracting                     | Use **transitions/animations** to add items ... but not flashy/long ones  
Clear, **clean** slides. ‘Rule of four’ / **grid sections** to avoid ‘jumpiness’  
**Self-explanatory?** |
| Focus and engage the audience       | Consider useful pictures that **explain** your ideas/concepts or **emphasise** key points  
Strike a balance between **engaging** and useful / **relevant** |
**Have clear, non-distracting visuals**

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<tr>
<td></td>
<td>Graphic <strong>organisers</strong></td>
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- **Diagram:** Arrow pointing to the right, arrow pointing to the left, octagon with a prohibition symbol.
### Have clear, non-distracting visuals

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36-pt Calibri
16-pt Calibri
44-pt Calibri
72-pt Calibri
Top two tips:

Plan + Practice
Storyboarding

Planning saves time!

Idea:
- Brainstorm what you like in a presentation
- Practice speaking together

Info on giving speeches
- Info on presentation visuals
- Practice speaking
- Practice visuals?
- Speak YouTube video tutorial 1-2 min feedback 1 per gig
- Learn tips have you got guys? Feedback to board & discussion (very well)
- My main tips for all of you are to plan and to practice.

- Variety of ideas
- Helps you be sure of what you don't feel more comfortable
- Learn tips & ideas for different skills
- I will show you how to

Organisation skills

Main points will be - who do each
- transistions & how
- At least 10 mins

As...cry.

Be ready for Q's - key topic
- critical audience member
- how to address it?

Tips for nerves
- Breathe
- Practice
- Visualise
- Choose a steady pace
- Smi
- Logical, transitions to highlight.

Small group & ppl.
- Fun, min.
- Improv
- Rate on 1-2 ratings. 1-10 min.
- Feedback

Stay behind:
- Show how our storyboard
- Help them get it.

Bottom line
- Keep responses
- How to group
- Youtube
- Ken Robinson
Planning saves time!

So often ask what is the % to go for or have [0%] in mind as excellent

\[ \rightarrow \text{no optimum} \]

\[ \rightarrow \text{problematic} - \text{no source use at all} \]

- Don't numbers in red
- Are these issues with plagiarism in both? / is pure automatic penalty?
- No human eyes are needed

\[ \text{Originality Report 1} \]

32% - Let's look more - High on internet sources 24%

Student papers 23% but volume looking further.

1. First avoid:

- student 1 known
- Check alignment, margin, presentation

General

1. Cite used or unethical use of sources

\[ \rightarrow \text{must needs to paraphrase instead of using long quotations (no p #).} \]

2. Internet

\[ \rightarrow \text{needs to work on paraphrasing skills} \]

3. Problematic paraphrasing of this student (and the student from Kwazulu-Natal University)
Storyboarding

What do you notice?

- no citation
- lots of similarity
- not copied directly
- no blatant dishonesty
- lack of skill
- used same text book ... not paraphrased well
- same text book/source ... not paraphrased

Summary - often skill issue not integrity
- write from notes (not open texts) but need to get on to
- avoid quotations in essay
- work on paraphrasing skill i.e. own words
- no replacement
- acknowledge source

Human eyes interpret this
- few issues
- Centre for I+L
- Massey Academic Integrity Link
Storyboarding: Start drafting

What is the main thing you want your presentation to say? What’s the point of having it? (Intro, conclusion)

What will your main sections be?

How long for each section?

How might you use transitions between points?

What visuals could you use?
Points for feedback

- Eye contact
- Tone/pitch/variation/volume
- Pacing/speed/pausing
- Was anything distracting (movement? Position? Gestures?)
- Anything else?
- What did you like?
Planning

Any questions?

• What questions might audience members have about your topics?
• How might you address them?
Help with oral presentations

• One-to-one & small group consultations at CTL:
  Contact details:
  Email: ctlalb@massey.ac.nz, ctlman@massey.ac.nz, ctlwel@massey.ac.nz

• These slides will be available on Massey’s OWLL site:
  http://owll.massey.ac.nz/about-OWLL/pgs.php

• Note: For a recording of the previous live session (Literature Reviews), you can email ctlalb@massey.ac.nz and ask for Vanessa to send you it 😊