

Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## **GUIDELINES FOR DELIVERING AN ORAL PRESENTATION**

### **Prior to and at least the day before the presentation:**

1. Review the content of each slide
2. Commit the sequence of the slides to memory
3. Practice difficult words and names
4. Rehearse timing and slide advance schedule
5. If audio or video files are included in the presentation, make sure they work by testing them on the equipment with ample time to spare for troubleshooting.
6. Depending on the location of the presentation, such as at a conference, it is not always possible to pretest the equipment. To err on the safe side, it may be prudent to bring your own equipment.
7. Practice the presentation orally and video it if possible and review the video to make adjustments to your presentation style.
8. Plan your attire
9. Get a good night's sleep

### **During the Presentation**

1. Introduce yourself and state the purpose of your presentation
2. Present an editorial about each slide at a moderate pace – not too slow or too fast
  - a. Do not read each line word for word
  - b. Use a strong voice, not too loud or too soft
  - c. Use inflection and vary your tone
  - d. Speak at a moderate pace, not too fast or too slow
  - e. Avoid the use of “Uh” or “You know”, etc.
3. Project a positive image
  - a. Stand still or move naturally with appropriate gestures.
  - b. Do not rock back and forth or lean over the podium.
  - c. Use your hands effectively to add emphasis to key points
  - d. Look at the audience as you speak; don't stare at the screen or computer
4. End the presentation by thanking the audience for their attention and inviting questions. By saving questions until the end, you will ensure enough time to deliver the presentation.