

Your Oral Presentation

Content and structure

- What is your topic?
- What are your key points?
- How can you structure your talk?
- Does your introduction point out the key points and structure clearly?
- How can you make an essay, or detailed notes, into prompts for your talk?
- How much background to the topic does the audience need?

Slides and handouts

- Do you need any PowerPoint or other slides?
- Does the order of the points on your slides match the order of the points in your talk?
- Do you need to prepare a handout?
- What references should you include on your slides or handouts?
- When should you give the audience your handout?

Audience and delivery

- Can you visit the venue before the presentation, in order to check the equipment?
- What kind of audience will you be addressing?
- What type of humour is acceptable?
- How is eye contact with different people best maintained?
- How can you make sure you keep to time?

Finally, some tips for overcoming nervousness

- Practise your talk out loud several times and check the timing.
- Arrive at the venue early, set up your presentation if possible and then go for a short walk or sit quietly to relax.
- Have a glass of water ready, in case your throat gets dry.
- Control your voice by breathing deeply before you start. If necessary during the talk, stop and have a drink of water.

Above all, PREPARE!