Oral Presentations

Where do I start?

Many people find oral presentations intimidating, but they don't need to be. If you are well-prepared presentations can be quite straightforward.   A presentation is not as formal as an essay – however you should consider your audience and use language and examples they will understand. Delivery is important – speaking at a good pace and in a clear and engaging tone will help to keep your audience interested.

Structuring your presentation

Use the structure below to help organise the points you will speak to:

Introduction	Tell the audience what you are going to tell them
Body	Tell them
Conclusion	Tell them what you just told them

Introduction: briefly explain your topic, introduce any key terms, and explain what you will cover.

Body: structure your ideas into a logical order; include supporting arguments and examples.

Conclusion: briefly summarize the main points; add some predictions or recommendations (optional); thank your audience or ask them if they have any questions.

Preparing for a presentation

Collect ideas

Analyse the assignment question so you understand what the topic requires. **Brainstorm** what you already know about the topic then do some research to find out more. The more you know about the topic, the more confident you will feel talking about it.

Plan and write

Decide which points you want to make in your presentation and then write up your notes in a logical order. You don't need to write down every word but you should explain in detail the important points you want to make and follow the appropriate structure.

Prepare your visuals

It's important to ensure your presentation is logical and that your visuals support your ideas. Keep your PowerPoint simple with minimal text.

Practice a lot!

Try to speak clearly and at a normal pace. Use cue cards rather than reading from your notes. Use gestures and eye contact. Practice saying your presentation out loud, either in front of a mirror or to your friends and family. Finally, smile a lot!

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Language for Presentations

In a presentation there are particular words and phrases you can use to signal to your audience how your presentation is structured and how your ideas relate to each other. Below is a list of phrases that might be useful to you.

Words to use for the introduction

Introduce the topic

- *This presentation will explain/examine/identify….*
- *The topic I intend to discuss is….*
- *Our group will be discussing…*

Provide an outline of the presentation

- *I want to start by…. and then I will…..*
- *I will begin by… before looking at….*
- *This talk is divided into three parts. First, I will…., then…. finally….*
- *There are four points I'll be covering: A, B, C and D.*

Words to use for the body

Introduce a main point

- *An important point is….*
- *One of the most significant issues is…*
- *A central concern has been…*
- *The first/second/final point is that….*

Move to another point

- *Now let's look at….*
- *If I could now turn to…*
- *Moving to the next point…*
- *Another important argument/issue/point to consider is….*

Rephrase or add emphasis to a main point

- *That is to say…*
- *In other words…*
- *The point I am making is…*

Introduce an example

- *Take the case of ….*
- *For example…*
- *This is illustrated by…*

- *A case in point is….*

Words to use when referring to visuals

- *As you can see here…*
- *If you look at this picture/graph you'll see…*
- *The diagram indicates*
- *This slide explains…*
- *I'd like to draw your attention to….*

Words to use for the conclusion

- *To sum up…*
- *Now to conclude this presentation….*
- *To summarise….*
- *Today I've talked about…..*
- *In conclusion….*