

SOME PRESENTATION TIPS

Preparation of Presentation:

- A general rule of thumb is it takes 2-3 minutes to read one page. Have this in mind when you prepare your discussion of your paper.
- Practice and rehearse your speech at home or where you can be at ease and comfortable, in front of a mirror, your family, friends or colleagues.
- The material you present orally should have the same ingredients as that which are required for a written research paper, i.e. a logical progression from **INTRODUCTION** (Thesis statement) to **BODY** (strong supporting arguments, accurate and up-to-date information) to **CONCLUSION** (re-state thesis, summary, and logical conclusion).
- Use a timer or the microwave oven clock to time your presentation when preparing it at home.
- If you are short of time, know what can be safely left out. If you have extra time, know what could be effectively added. Always be prepared for the unexpected.
- Just as you don't use unnecessary words in your written paper, you don't bore your audience with repetitious or unnecessary words in your oral presentation. To end your presentation, summarize your main points in the same way as you normally do in the **CONCLUSION** of a written paper.
- Remember that there is a difference between spoken words appropriate for the ear and formally written words intended for reading.

Speaking Style:

- Speak to the person farthest away from you to ensure your voice is loud enough to project to the back of the room.
- Remain calm. Appear relaxed, even if you feel nervous.
- Speak slowly, enunciate clearly, and show appropriate emotion and feeling relating to your topic.
- Dress appropriately for the occasion. Present the desired image to your audience. Look pleasant, enthusiastic, confident, proud, but not arrogant.
- **Body language** is important. Standing, walking or moving about with **appropriate** hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech.
- **Speak with conviction** as if you really believe in what you are saying. Persuade your audience effectively.
- **Do not read from notes** for any extended length of time although it is quite acceptable to glance at your notes.
- Speak loudly and clearly. Sound confident. Do not mumble.
- If you made an error, correct it, and continue. No need to make excuses or apologize profusely.
- **Maintain sincere eye contact** with your audience. Use the 3-second method, e.g. look straight into the eyes of a person in the audience for 3 seconds at a time. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking.
- **Pause**. Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.
- Know when to **STOP** talking. Do not belabor your closing remarks. Thank your audience and sit down.

Audiovisual Aids:

- Master the use of presentation software such as *PowerPoint* well before your presentation.
- Use audio-visual aids or props for enhancement if appropriate and necessary.
- Do not over-dazzle your audience with excessive use of animation, sound clips, or gaudy colors which are inappropriate for your topic.
- Do not torture your audience by putting a lengthy document in tiny print on an overhead and reading it out to them.