

WORK TERM REPORT

ORAL PRESENTATIONS

Ground Rules:

1. You must come and stay for the 1-hour duration presentation time slot.
2. In order to keep things simple as possible, only overhead transparencies may be used, with, if appropriate, model samples as visual aids for your presentation.
3. You will have 7 minutes maximum for your presentation (6 minutes is preferable to allow for one or two questions).

Advice:

1. On average, expect to be able to present only 1 overhead per minute.
2. Your audience should be able to assimilate the information on each overhead within 5-10 seconds. Therefore, keep the text size large enough to be read easily, keep diagrams, maps, etc. simple, and have no more than 3 or 4 key points per overhead.
3. Use one palm sized cue card (if necessary) for each overhead with only keywords to remind you not to forget any point. Do not simply read from the overheads, screen, or cue cards.
4. Practice to insure that you will be within the time limit, and that the organization of your presentation is smooth and makes sense.
5. A successful presentation has three sections; an opening, the body, and a conclusion. The content and purpose of each of these parts is presented below.

SECTION	OVERHEAD	CONTENT	PURPOSE
Opening	1	Title Client Author, Authors, Company	Orientation of audience. Level of expertise of author and author's company.
	2	Map, Figure, Diagram, Plan, etc.	Orientation of audience. Allows presenter to point out (explain) problems that justify the need for the study.
	3	List of objectives scope and/or limitations	Tells audience what to expect
Body	4 . .	Shows theory, experiments, methods etc. used to meet objectives and solution of each	Convince audience that your results and conclusions are valid
Conclusion	Final	Conclusions (should be consistent with objectives shown in opening)	Quickly remind audience of all results of your work

The Technical Presentation

HELPFUL HINTS

The Oral Presentation:

The oral presentation of technical material requires a great deal more effort than does a general public interest type of delivery. The latter is usually more subjective and can reflect the attitude and opinions of the presenter whereas a presentation of technical information usually deals with specific data and information that is not person dependent. It requires much more rigor and precision in the understanding of the topic. The two main elements of an effective technical presentation are:

1. What you have to say.
2. How you say it.

What You Have To Say

To maximize the number of listeners who clearly understand your message, the organization of your material must be simple, clear, and logical. When you have your information gathered, there are four points to consider when you begin to organize.

1. DETERMINE YOUR PURPOSE: Keep clearly in mind what you want to achieve. This point is the key to a logical organization.
2. NEVER FORGET YOUR AUDIENCE: Know their interests, expertise, etc. Keep concepts conceptual.
3. NEVER EXCEED YOUR TIME LIMIT: Know your time limit in advance. Estimate 125-150 words per minute speaking rate. Include all pauses etc., in your timing. Rehearse your talk by sitting and talking out the presentation, standing and practicing (time and taping) and then repeat and repeat.
4. USE A LOGICAL SEQUENCE: Your audience can listen at a more rapid rate than you can present; therefore, ensure all images, ideas, etc. presented, RELATE to the topic so they can think about your presentation. Always keep in mind the need for an INTRODUCTION, BODY, and CONCLUSION.

Let's look a bit closer into the mechanics of organizing your presentation, more specifically the opening, body, and conclusion.

THE OPENING MUST:

- Attract immediate attention
- Be a preview of what you are going to tell them
- Tell them what you are going to tell them

THE BODY MUST:

- Develop your theme logically
- Have substance and answer the listener's questions in the development
- Keep concepts simple and present data in terms they can visualize
- Suggest proceeding from the general to the specific to the general
- Tell them what you want to tell them

THE CLOSING MUST:

- Leave the audience with a clear message
- Tell them what you just told them. (Summarize effectively)

Remember that the last few words can make or break your presentation. So leave your audience with a powerful message that is clear in their minds.

How You Say It

You may have prepared an outstanding presentation with regard to *what you have to say* but if you fail to "say it", then the entire effort is lost. How you say *what you have to say* is governed by your VOICE, EYE CONTACT, and your BODY LANGUAGE.

VOICE:

Volume is critical. A low volume will cause the listener to strain to hear you and get annoyed, or to tune you out completely as a lost cause and ignore your presentation and message. Project your voice without making it too loud, which can be annoying also. Ask the listener in the back to wave an arm any time they feel your voice cannot be heard easily.

Pitch. It is good practice to change the pitch occasionally to draw attention or add emphasis at key times.

Speed. The speed at which you speak is important since you can lose the audience with either extreme. Remember, the ear has to receive the sound and the brain record and interpret it before you can be assured that the listener receives the message. Make it a practice to stop at the end of an important statement and allow the listener to concentrate and process what was said.

Clarity of punctuation combined with proper enunciation. These result in a clear, crisp, and well-received presentation. They indicate to the audience that you have thought before speaking. This tends to establish the credibility of your results with the audience.

EYE CONTACT:

Always involve the entire audience by scanning listeners in all regions of the room and making THREE SECOND EYE CONTACT with them. By establishing eye contact, you can sense the reactions of the audience to your presentation, and then adjust the pace and/or technical level accordingly. Moreover, by maintaining eye contact, you are automatically projecting your voice towards your audience. This may be essential if everyone in a large or noisy room is to hear you at all times.

YOUR BODY MECHANICS:

Whenever you give an oral presentation, you must be able to MONITOR AND CONTROL your physical activity during the delivery. That is; the body mechanics of your presentation can make it or break it! NERVOUS GESTURES - fidgeting with jewelry, nodding your head, or adjusting a tie - can be very distracting to your viewer who is your listener. You should KEEP YOUR HANDS STILL until you wish to emphasize something or point to an item on display.

FINAL CHECK:

As a final check before you give your talk, ask yourself the following:

1. Have you clearly identified your audience?
2. Have you stated the purpose of the presentation?
3. Have you balanced the content as to Introduction, Body and Conclusions?
4. Have you prepared cue cards (if you need them)?
5. Have you prepared simple and descriptive graphics?
6. Have you rehearsed your talk?