



PREPARING AN ORAL PRESENTATION

The following questions will help guide you in the development of your oral presentation. The questions are designed to help you think critically and reflectively about the development, organization and execution of your presentation.

INVENTION

- Why am I speaking?
 - What do I hope to achieve?
 - What reaction do I want from the audience?
- What is the purpose/objective/desired outcome?
 - How will I know if I'm successful?
- How long is the presentation supposed to be?
- Who is my audience?
 - What do they already know about the topic?
 - What information will they find relevant? Interesting? Amusing?
 - What do they need to know to make the information relevant, interesting or amusing?
 - If the information is controversial, what is the audience's position, attitude or reaction likely to be?
- What information might I include?
- What information should I include to achieve my goal?
- What information might I leave out?

ORGANIZATION

- How might I organize the material?
- Are my arguments and thinking well-reasoned?
- Would visual aids be useful?
 - If so what types? (handouts, overheads, computer aids)
- Would asking the audience to participate be useful?
 - If so, why and in what way?

- How might I start the presentation?
 - Does my first sentence grab the attention of the audience?
- Have I made the structure of my talk clear to the audience?
- How might I end the presentation?
- Have I used relevant and interesting facts, examples, illustrations, and statistics to support my points?
- Are the links between my main points clear and logical?
- Have I summarized regularly?
- Have I used my time wisely?
 - Do I have too many main points?
 - Have I left time for the introduction, conclusion and appropriate repetition?
 - Have I left time for questions, if needed?

PRACTICE AND DELIVERY

- How will I deliver my presentation?
- To what body language do I need to pay attention?
- What body language will help me communicate my knowledge, interest and enthusiasm?
- Do I have any mannerisms (verbal or nonverbal) that might get in the way of the presentation?
- When and how might I practice my presentation?
- Have I anticipated questions that might be asked, and how I might answer them?

