

How to give an effective oral presentation:

- I. Start at the beginning.
 - A. Do background research to emphasize your main points.
 - B. If making presentation from paper, don't just read your paper.
 - C. Make an outline
 1. Presentation outlines are different from paper outlines because you are speaking, not reading (orality vs. literacy debate)
 2. Presentations are less formal and more conversational than a written paper.
 3. Your outline should include an introduction, conclusion, and transition sentences just like when you will speak it.

- II. Introduce your topic
 - A. It's not enough just to begin speaking; you have to state your main purpose for giving the presentation.
 - B. Give the audience a brief overview of what you will cover in the presentation after you state your main point, sort of like a road map (uncertainty reduction theory).
 - C. Use transitions to begin into your sub points.

- III. Give your main points
 - A. Make sure your points relate to your main topic or thesis statement.
 - B. Show enthusiasm so your audience doesn't get bored.
 - C. Make sure you cite sources orally.
 1. Just like in your written paper, you have to cite your sources orally so that you can't be accused of plagiarism.
 2. Example: As Parker states in his article "Life unexpected" written in 2014, life can be unexpected.

- IV. End with a bang
 - A. Your conclusion should conclude, give the audience a sense of completion.
 - B. Review what you covered.
 - C. Restate your main point or thesis.

- D. Have a vivid clincher so that you don't have to say the end and your audience really knows you are finished.
- V. PRACTICE!!!
- A. A good oral presentation does not come by making your notes and giving it cold. You have to practice.
 - B. Give your speech in front of a mirror or to a friend. Make a video of yourself and see what you did well and what needs work.
 - C. Have good eye contact, don't just read notes.
 - D. Use vocal variety so the audience doesn't lose interest as you drone on.
 - E. It's ok to move around a little bit; just don't make the audience seasick.
 - F. Visual aids are helpful if used appropriately.

Have fun and pick a topic you enjoy. If you enjoy it, your audience will too!!