

Proper Oral Presentation Techniques

1. Do not read your presentation!!
 - watching people read is boring!!! You should never give an oral presentation with your thoughts completely written out beforehand. Make index cards with the general topics you wish to discuss but **not** the precise words.
2. Use as many visual aides as possible.
 - visual aides can take many forms. They can be maps, pictures, flyers, handouts, charts, graphs, videos, or demonstrations. Make sure that your visual aides will be large enough to be seen by the entire audience.
3. Work your visual aides into your presentation.
 - Do not give your entire presentation and then end by saying “Oh yeah, and I have a visual aide, here it is.” This is contrary to the point of having a visual aide!! Select some sort of aide that naturally fits into your presentation, preferably multiple times.
4. Define words your audience may not be familiar with.
 - Your presentation may require you to use certain words that are foreign to your audience. Make sure you take time to explain the meaning of any potentially new vocabulary.
5. Engage your audience!!
 - You must find ways to make your audience an active member of your presentation. Ask questions, use examples your audience can relate to, ask them to participate in a demonstration. Even when speaking to them, make sure to make eye contact!!! Let them know you’re speaking to someone, not the wall behind them or the floor. Try to make contact with everyone in your audience.
6. Practice your presentation!!
 - Nobody gets it right the first time or off the cuff. Plan what you’re going to say and how you’re going to say it. Then grab a friend, family member, or just a mirror and practice your presentation several times before you deliver it to your audience. Ask for suggestions and correct any problems that may arise.