

Tips to Consider for Oral Presentations

- **Set the Scene:**
 - Consider your attire, notepads, and other materials to reinforce your message.
 - Having notes on A5 cards can be helpful. If you use electronic devices, make sure to turn off the sound.
 - Whether you prefer a full script or bullet points is a matter of taste.
 - *The key is preparation.* Practice your presentation beforehand, in front of someone else or privately (for example in the car or when taking a walk).
- **Create an Impactful Opening:**
 - Start with something attention-grabbing, such as an object, video clip, music, or a bold statement.
 - Engage the audience by asking rhetorical questions (e.g., “What comes to mind when I say ‘Tourism’ or ‘Leadership’?”).
- **Be mindful of what you radiate:**
 - Smile and maintain eye contact with the audience.
 - Remember that everything is visible – even the presenter’s thoughts. Focus on appreciating both the audience and your topic.
 - If you present as a team, you are each other’s “spotlights”, that is, look at your colleague when he/she is talking.
- **Speak clearly and calmly:**
 - Vary your pace and tone (i.e. voice strength and intensity).
 - Remember to breathe.
 - Project your voice from your diaphragm.
 - Utilize body language to enhance your message, but avoid distracting ticks like playing with your hair or tapping your fingers. Also, be mindful of verbal ticks like saying “like” or “um” too frequently.
- **Handling Mistakes:**
 - If you lose your train of thought, pause and refer to your notes. It’s perfectly acceptable to have them.
 - It is also perfectly acceptable to say: “Excuse me, now I got off track”, taking a deep breath and pausing to gather your thoughts.
- **Visual Aids:**
 - Use a whiteboard or projector to support both yourself and the audience.
 - Avoid turning your back to read from the board; instead, look at the screen if you need to reference PowerPoint slides.
- **Effective PowerPoint Usage:**
 - Use images and concise text rather than lengthy paragraphs (unless it is a quote you are referring to).
 - Illustrate points with visuals instead of writing everything out.
- **Confidence and Adaptability:**
 - Keep track of time and signal control by explaining your presentation structure and when you’ll take questions from the audience.
 - Never admit that you have too little time, that you usually talk about other subjects, or anything else that might make the audience think you’re poorly prepared for them. Pretend confidence if needed. Audiences won’t miss what they didn’t know they could expect.
 - Remember, it’s essential to begin and end your presentations with clarity and purpose.

- **Digital presentations**

- Aline your webcam with your eye level.
- Use a calm/uniform background.
- Avoid backlight and ensure your face is well-lit.
- Avoid wearing small-patterned clothes.
- Note that eye contact with the audience means looking into the camera.