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ORIENTATION PROGRAM 2010
Oral presentations:

Effective Communicative Events
to provide you with some strategies to help you design and deliver an effective oral presentation

highlight some of the cross disciplinary criteria and expectations of oral presentations
Graduate attributes

Communication

➢ A. Communicate effectively in English, orally and in writing, with a variety of recipients and audiences and using a variety of media.

➢ D. Work effectively as individuals, partners and as members of a team.
What makes an effective presentation?

Consider:

- message
- purpose
- audience
- delivery mode

be prepared!
Content

- topic made clear to audience
- relevance of content to topic
- evidence of sound grasp of subject matter and appreciation of key issues and context
- use examples where appropriate
Structure & development

- clear introduction and ending with appropriate linkage between

- coherence and logical organisation of material

- ending of presentation signalled clearly
Planning your presentation

Consider:

- Where will your presentation occur?
- What does your audience already know about your topic?
- What is their purpose for listening to you?
- Is it a group or individual presentation?
The academic context

- make yourself comfortable
- make your audience comfortable
- language choice (register)
Purpose of presentation

Informative

- be brief, clear, relevant
- use logical sequencing: temporal or cause and effect structure to present information

Instructional

- leaves participants with a new skill
- cover topic thoroughly
- design activities to develop and apply new skills

Persuasive

- Convince audience to accept your proposal or solution to a controversy/problem through thorough examination
Group or Individual presentation

Consider:

- timing
- order of presenters
- respective functions of 1st, 2nd, final speakers
Differences in the message

**Written reports**
- More content developed in greater depth
- Message limited to one channel of communication
- Provides a complete written record
- Future information retrieval is easy

**Oral reports**
- Less content with less detail
- Message has more than one channel of communication
- No permanent record unless recorded
- Future information retrieval dependent on direct interaction

*What does this mean for you as oral reporter?*
Differences in the audience

Reader
› non-present
› cannot give direct feedback
› can control the pace
› can recycle the message
› usually has a longer attention span
› uses resources, e.g. paragraphs, punctuation to reflect meaning
› has more time to respond

Listener
› present
› can give direct feedback
› cannot control the pace
› cannot recycle the message
› has a limited attention span
› uses resources, e.g. pauses, inflection, loudness, length to process talk
› more tolerant of error

What does this mean for you as oral reporter?
Performance: content

› 93% of the impact made by your voice and body language
  yet we spend most of the preparation time on the content

You, the performer

› are probably aware of your weaknesses as a presenter
› are probably unaware of your strengths as a presenter-

focus on your individuality
Adjust spoken language

- level of technical language
- complexity of word groups
- level of impersonal language
- level of formal and abstract language
Possible delivery modes:

- read from a written transcript of your talk
- refer to notes or cards
- speak from overheads/PowerPoint slides integrated weblinks, videoclips, podcasts
Select your delivery mode

**Strategy:**

- decide where you feel most comfortable
- consider your audience
Make your audience comfortable

- give your audience a plan and follow it
- present the main points clearly
- use a variety of prosodic signals
- get your timing right - practice with a tape recorder - it helps to identify sections that are not vital
- relate to your audience: use body language, eye contact, interaction
- use appropriate audiovisual aids to support your message
Characteristics of visuals

- legibility
- relevance
- balance (text : image)
- clarity
Use visual aids

- to present an outline
- to signal new information
- to add emphasis to a key point
- to present relevant visual material e.g. photographs, drawings
- to present statistical, diagrammatic or numerical information in tabular or graphic form
PowerPoint as delivery mode

- make a clear plan then create slides
- keep your purpose in mind
- consider audience - informed/general
- no spelling errors
- beware of technical glitches
- is a tool that should **support** and **enhance** your presentation
Effective PowerPoint slides

- standardize position, colours and style
- use colours that contrast
- include only necessary information
- be consistent with effects, transitions and animation
- too many slides can lose your audience
Figure 6: a) Scanned images of STM-SP duplexes  
b) Intensities of those spots were shown in a graph.
Text guidelines

- no more than 6 lines a slide
- avoid long sentences
- larger font indicates more important information
- font size ranges from 18 to 40 point
- choose an easy-to-read font e.g. Arial, Verdana, Century Gothic
- contrast text with background
Clip art and graphics

- Should balance the slide
- Should enhance and complement the text, not overwhelm
- No more than two graphics per slide
Think about:

➤ recent academic presentations you have witnessed
What makes them successful or less successful?

➤ academic presentations you have given
What could you have done differently?
What are your strengths?

Tell your neighbour
Voice: pace, expression, clarity, intonation, volume

Distractions: frequent use of ‘um’; distracting body/hand movements; obscuring visuals

Delivery: eye contact with audience; appropriate reference to and explanation of visuals; suitable vocabulary – avoidance of jargon and repetition

Knowledge: evidence of sound knowledge of topic (lack of reference to notes or hesitancy in delivery)
40% of the impact of communication comes from the quality and power of the voice.

We restrict and constrict our voice in many different parts of the body:

- toes curl
- knees lock
- buttocks tighten
- stomach muscles pull in and prevent diaphragm from expanding and contracting
- ribs are held tight
- upper chest freezes
- neck tightens
- jaw locks
- tongue bunches
- forehead clenches
Timing and balance

Strategies:

- If you have a choice, when do you want to answer questions?
- Tell your audience
- Practice with a clock and (video) recorder
Performance aspects

- stance and posture
- hand and body movement
- eye contact
- facial expression
- pace of your delivery
- voice quality:
  - variation in pitch and volume
Voice

- Good voice control and clear articulation are essential for an effective oral presentation.

Breath

- Deep breathing exercises are useful for developing maximum lung capacity.
Strategies to reduce stress

- rehearse - practice practice practice!
- exercise
- relax - meditation, yoga, listen to classical music
- avoid stimulants, tranquillisers, problematic foods
- drink water
- make the strange familiar
- don’t trust inanimate objects

It gets easier!

Enjoy!
Details of Learning Centre programs can be found at:

http://www.usyd.edu.au/lc