

## **Tips for Oral Presentation**

1. Check out the requirements - Content, time, mark allocation.
2. What is the purpose of the presentation?
3. Organize your presentation.
4. Techniques, Style, Diction
5. Trouble-shooting

## **Organise Your Presentation**

- Thorough preparation beforehand should bring favourable results
- Get their attention
- Crystallise your product/service - need to mention your product/service within first 30 seconds
- Select at least 3 things you want the panel to know.
- Organise presentation into logical sequence.
- Be realistic about what you are presenting
- Time allocation: opening 10-15% ; body 70 – 80% ; closing 10-15%
- Closing - end with a striking summary or sentence
- Thank the judges and audience for their attention

## **Techniques Style and Diction**

- Eye contact
- Team conduct, presentation and style
- Decide who will make the presentation
- Diction
  - Can people hear you clearly
  - Choice of words
  - Expression
  - Enthusiasm
  - Business-like
  - Speed of voice
- Smile 😊

## **Trouble Shooting**

Practice, Practice, Practice!

If too much information, prioritise into:

1. Must know
2. Should know
3. Nice to know