



# *Oral Presentation Guidelines*

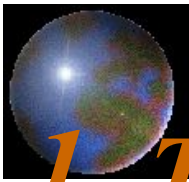
**How can we prepare effective presentations in English?**

**Please revise the document Calendar with more information about the oral presentations in English Language V**



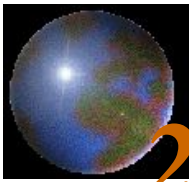
# Outline

1. Three components for presenting and teaching
2. Message: What to keep in mind
3. Audience: What to keep in mind
4. Speaker: What does she/he need to do?
5. Mode and multimodality
6. Steps of a presentation
7. "Rules of thumb"
8. Tactics to design slices



# *1. Three components for presenting and teaching:*

- Message
- Audience
- Speaker



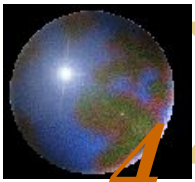
## *2. Message: What to keep in mind*

- **Topic:** Research, purpose, focus.
- **Motivation:** How to capture attention.
- **Structure:** Organisation, audience involvement.



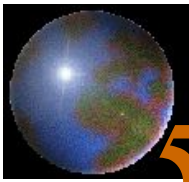
### *3. Audience: What to keep in mind*

- Background
- Numbers
- Expectations
- How to involve



## *4. Speaker: What does she/he need to do?*

- Know audience
- Prepare message
- Positive thinking
- Dress for success!



## *5. Mode and multimodality:*

### *Define*

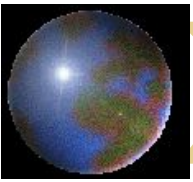
- **Mode:** Way we represent and communicate meaning.
- **Different modes:** Spoken, written, images, body language.
- **Multimodality:** Using/combining modes.
- **Mode orchestration:** Speaker.



## 6. Steps of a presentation:

- Slide with title: Beginning and end.
- Greet and introduce yourself.
- Connect with the audience.
- Capture attention and hold it.
- Have clear objectives.





- Enumerate points to be covered.
- Cover the points!
- Summarise.
- Ask questions.
- End: Lead to further thought.
- Thank for attention.



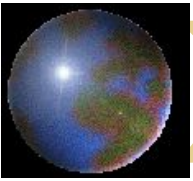
## 7. *“Rules of thumb”:*

- Speak **naturally**
- **Concise** and clear
- **Logical** order
- **Connect** your points: Discourse markers
- **Stress** key words: **Tone** and **intonation**



## 8. *Tactics to design slices:*

- **Colour** scheme
- **Font size:** 28+
- Quantity of words and lines: **5 and 5-7**
- Reveal **only** what you refer to



- **Balance** image and written text
- **Special effects:** Caution
- Quantity of slides: **3 minutes/slide**
- Time to **digest**
- Highlight *key words*



# How to design slides, an example:

1. Name, the title of presentation, date and institutional logo. (1 slide)
2. Outline: presentation structure, the main points. Highlight key words (1 slide)
3. Presentation of main body of the talk (2 minutes x slide)
4. Summary and conclusion: points stated (1 slide)
5. Closing remarks (1 slide)



Thank you for your attention.

Enjoy your oral presentations!!!