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At the end of this unit, you should be able to:

- organise an oral presentation
- design effective survey questions
- use visual aids effectively
- deliver a good oral presentation of a survey
Step 1 — Topic Selection

A) Identifying Topics
- identify potential subject areas that:
  1. are important to you
  2. you know something about
- be clear of the objective of the presentation
- be passionate
**B) Analyzing the Audience.**

- tailor your presentation to your audience:
  1. knowledge of the subject
  2. interest
  3. attitude toward the subject
     ~ to influence vs to alienate
  4. demography
C) Analyzing the Setting.
- What is the appropriate length for the speech?
- How large will the audience be?
- Where will the speech be given?
- When will the speech be given?
- What equipment is necessary to give the speech?
## ACTIVITY 1 Brainstorming for Topics

<table>
<thead>
<tr>
<th>Vocation</th>
<th>Hobby/Leisure Activities</th>
<th>Concern/Interest</th>
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DELIVERING EFFECTIVE ORAL PRESENTATION:
Step 1 — Topic Selection

ACTIVITY 2 Narrowing Topics

Subject Area

Statement of Objective: ____________________________________________________________

______________________________________________________________________________
DELIVERING EFFECTIVE ORAL PRESENTATION:

Step 2 — Preparation

A) Collecting Data.
- questionnaire
- interview
- library research

B) Audio Visual Aid.
- video recording
- photographs & pictures
- graphs & charts
- multimedia presentation
DELIVERING EFFECTIVE ORAL PRESENTATION:

Step 2 — Preparation

C) Format.

- Introduction
  - background & objective
- Method
  - data collecting instrument & respondents
- Results and discussion
  - tables, chats or graphs
  - significance of your findings
- Conclusion and recommendation
DELIVERING EFFECTIVE ORAL PRESENTATION:
Step 3 — Delivery

A good introduction will:

- get the attention & interest of your audience
  - relating to the audience
  - arousing the curiosity of the audience
  - question the audience
  - begin with a quotation
  - tell a story
A good introduction will:

- reveal the topic of your speech
- preview the body of speech

Today, I’d like to talk about some of the promises associated with the mapping of human genome. I’ll explain some of the opportunities that have emerged from this discovery and its impact on public health. Finally, I’ll draw your attention to some of the challenges that accompany this achievement.
**DELIVERING EFFECTIVE ORAL PRESENTATION:**

**Step 3 — Delivery**

Use appropriate language signals:

| Starting                      | Good morning … ……  
|-------------------------------|---------------------
|                               | A very good day … …

| Introducing group members    | My name is … ………  
|-------------------------------|---------------------
|                               | Let me introduce my group members … …

| Introducing presentation     | I’d like to present our survey on … …
|-------------------------------|---------------------
|                               | The topic of our survey is … …

| Listing points               | First…second…next   
|-------------------------------|---------------------
|                               | Another point … ……
|                               | In addition…also…on the other hand …
**DELIVERING EFFECTIVE ORAL PRESENTATION:**

**Step 3 – Delivery**

Use appropriate language signals:

| **Moving to new slides**       | Moving on to the next slide …
|                               | I’d like to move on to …
| **Referring to visual aids**  | This chart shows …
|                               | Here you can see …
|                               | On the screen you can see …
| **Giving examples**           | To give you an example …
|                               | For example …
|                               | To illustrate this …

DELIVERING EFFECTIVE ORAL PRESENTATION:
Step 3 — Delivery

Use appropriate language signals:

- **Emphasising points**
  - Interestingly …
  - It is clear that …
  - Thus, we can see that …

- **Concluding the presentation**
  - Finally …
  - In conclusion …
  - And this brings me to the end of our presentation …

- **Showing appreciation**
  - Thank you …
Use familiar words:

We cannot assume responsibility for the production of toxic residue with hydrochloric acid and suggest you to use alternative procedure.

VS

Don’t use hydrochloric acid. It is dangerous.
DELIVERING EFFECTIVE ORAL PRESENTATION:

Step 3 — Delivery

**Use your voice effectively.** Vary the tone of your voice and be careful not to talk too quickly.

**Deliberately pause at key points.** This has the effect of emphasizing the importance of a particular point you are making.

**Avoid jokes.** Always disastrous unless you are a natural expert.

**Use hand gesture** to emphasize on a point. But don't indulge in too much hand waving.

**Provide examples.** Add appropriate illustration to drive home a point.
Maintain eye contact. Shift your eye contact around the room so that everyone feels that you are talking to them. Do not face the display / block it.

Avoid from moving too much. Pacing up and down can unnerve the audience, although some animation is desirable.

Do not read from your script, notes & from the slides.

Actively involve your audience. Build in some simple and quick activities for your audience so that they are actively involved in your presentation. Ask questions that you are confident your audience will be able to answer.