BBI 2420
ORAL INTERACTION SKILLS

2nd Semester 2016/2017

PJJP Programme

2nd FACE TO FACE SESSION

Date: 6 May 2017
ORAL PRESENTATION SKILLS
REMEMBER!

- Be very clear about how much time you have.
- Face your audience at all times (although you use the PowerPoint).
- The first slide should announce the title of your presentation.
- Each slide should have a clear heading.
- Each slide should normally contain around 25-35 words.
REMEmBER!

• Make appropriate use of pictures/anecdotes – It is a good idea to break up text with illustrations and it is true that a picture is worth a thousand words. Meanwhile, a very short story or case study or personal experience will act as an effective illustration of a point, add 'colour' to your presentation, and be remembered by listeners.
OUTLINE / STRUCTURE – ORAL PRESENTATION

• Background of the study / Introduction

• Methods/Approach : Population (Who your respondents are)
  Location
  Step-by-step procedure
  Limitations faced

• Findings (Data analysis – use charts/graphs)

• Conclusion / Recommendation(s)

JACKSON WONG KOK MING
10 POINTERS FOR A GOOD PRESENTATION (PART 1)

• Be neat

• Avoid trying to cram too much into one slide – Do not be a slave to your slides!

• Be brief – Use key words rather than long sentences. Simplicity is vital to focus on key points. Repeat key insights, too.

• Use colour to emphasise
10 POINTERS FOR A GOOD PRESENTATION (PART 2)

• Use illustrations to get across key concepts – May include limited animation
• Use a large font (appropriate size) to cater the audience
• Make eye contact
• Be sensitive to the audience
• Be ready to skip slides if time is short
• Practice!
HOW TO IMPROVE?

• Practice by yourself (not only to remember points but also to polish intonation, stress, pronunciation, etc.)
• Practice in front of your friends
• Practice in front of the webcam (watch footage after that)
• Take note of effective speakers and adopt their successful habits
• Focus on a clear goal and message
IS RESEARCH IMPORTANT?

• Do your research. In order to give an engaging presentation, you need to know what you're talking about. You don't have to become an expert, or read every book or website ever written about your topic, but you should be able to answer any questions your teacher or classmates might give you.

• Get quotes from reliable sources. Good quotes make a good presentation great. Taking what smart people have said and putting it into your presentation not only makes you look smart, it shows the teacher that you spent time thinking about what other people said.

• Make sure your sources are trustworthy. There's nothing that can quite break your confidence like a fact that turns out to not be a fact. Don't always trust the information you get off the Internet.
TO SMILE OR NOT TO SMILE

• Smile at your audience. When it comes time to present, there's nothing that draws your audience into your presentation than a good old fashioned smile. Be happy; you're about to SHARE something with others they didn't know before.

• Studies have shown that smiles are infectious; that means that once you smile, it's hard for everyone else not to smile. So if you want your presentation to go off without a hitch, force yourself to smile. That'll make everyone smile; and maybe those smiles will make you actually smile.
PLAY = VOLUME, PACE & PITCH

• Be sure to have inflection in your voice. Your goal is to engage your audience, not put them to sleep. Be animated about your topic. Talk about it as if it was the most interesting thing in the world. Your classmates will thank you for it.

• Inflection is the kind of movement that radio DJs put into their voice; it's the ramped-up pitch in your voice when it gets excited. You don't want to sound like you've just seen a lion, but you also don't want to sound like you've just seen a squirrel, either. Vary it up to make the presentation more interesting.
NECESSARY BODY MOVEMENTS

• A presentation is basically a conversation, and in a conversation we create emphasis with hand gestures, head movements, and occasionally leaning in towards the person we are speaking to. Similar movement in a presentation is a good thing.

• Use hand motions. Move your hands along as you talk, using them to emphasise points and keep the audience interested. It will also channel your nervous energy into a better place.
NECESSARY BODY MOVEMENTS

• Movement in the lower half of the body such as shuffling feet and shifting the weight from hip-to-hip tend to indicate restlessness and boredom.

• The phrase “rooted in conversation” may originate in the way that when we are fully focussed on something, our feet and legs remain still.

• For basic standing posture during a presentation, be face-on to the audience, with your legs still, and your feet slightly apart for stability.
CONCLUDE WITH AN IMPACT

• Have a good conclusion. You've probably heard the presentations that end in something like "um... yeah," Your conclusion is your final impression on your audience, including your teacher. Make it exciting by introducing a final statistic, or come up with something creative to do at the end. Your conclusion can be anything so long as your audience knows you're finished.

• Ask a provocative question. Ending with a question is a good way of getting your audience to think about your presentation in an interesting way. Is there a certain conclusion you want them to come to? Maybe you can frame a the question in a way that suggests that conclusion.
END WITH GRACE & CLASS

• Walk back to your seat with a smile.
• Know that you just aced your report and that you just did something that many people would never be able to do.
• Don't be disappointed if you don't get applause.
SUMMARY : TIPS (I)

• Don't forget to look at everyone, not just the floor. Don't stare at anyone in particular but 'skim' the class.
• Try to get the right level of formality in your speech, depending on what it is for and who you are presenting it to.
• Move around! You don't have to stand in one spot the entire time. Have fun with it! Using your body to accentuate your voice can also add a more natural feel to your presentation.
• Keep your hands below your shoulders so the audience does not get distracted.
• Know that everyone watching you is so nervous about their own presentation, they're probably not listening much to yours!
SUMMARY : TIPS (II)

- Remember that power point is a tool for your audience, not your script. Your presentation should include much more than you put on the power point and your slides should not have too much text on them.

- Have good posture. Don't cross or fold your arms, keep them open. Don't slouch and keep your back straight.

- If you make a mistake, don't worry about it. If you don't draw attention to it by correcting yourself, no one will notice and if they do, they'll quickly forget.

- Choose a spot in the middle. That way you can watch a few presentations and avoid their mistakes, but your audience isn't too bored by the time it's your turn.

- Remember: Make your voice loud- or in the acting term, project your voice.
SUMMARY : TIPS (III)

• Try not to argue with your audience. This detracts from your presentation. Just tell them they have an interesting point and that you'll check and get back to them.

• Make sure you look around the room, not just in the middle of the room.

• Be confident and when you're nearing to the end of your presentation ask the audience if they have any questions or comments. It will make you look mature and let the class know that you really care about the topic.
ASSIGNMENT 2: ORAL PRESENTATION

- **Group** activity (3-4 persons in a group).
- **Choose** your own **topic** for a **survey**.
- **Create a questionnaire (15 – 20 questions)** for the survey and collect data from at least **30 respondents**.
- Every group member **must** also conduct an interview (one-to-one) as part of the survey. Interview needs to be recorded in either **AVI** or **WMV** format.
- **Analyse** and **present** the results and findings of the survey by **video recording** yourselves (15 – 20 minutes long).
- Use Audio Visual Aids; e.g. Microsoft PowerPoint (**1st slide must** consist of the title of the survey, names, and matric numbers of all members).
ASSIGNMENT 2: ORAL PRESENTATION

- Every group member must present and be video recorded.
- Burn a softcopy of the presentation video, the individual interview videos, and the questionnaire in a DVD-R.
- Print a hardcopy of the PowerPoint slides.
- Submit the DVD-R and the hardcopy of the PowerPoint slides in a sealed envelope to UPMET / UPMET Learning Centres.

Note: Do not forget to label the DVD-R and the sealed envelope with all of the group members’ names and matric numbers.
Assignment 2 = 19 May 2017 (Extended)

NO LATE SUBMISSION is allowed.
FINAL EXAM (30%)

- Duration: 1 hour 30 minutes
- 25 multiple-choice and 13 structural questions covering:
  - Phonetics and pronunciation
  - Conversation, discussion and presentation skills &
  - Language for oral interactions
THE END

THANK YOU