Oral Presentation Guidelines

DO DO NOT

Make sure you have neatly printed or typed notes to read from (cue cards work well because they are silent and you cannot see if your hand is shaking).

Practice reading through your presentation and make sure you know how to pronounce all words.

Practice looking up at the audience and maintaining eye contact.

Practice your posture; stand up straight and tall to look more commanding.

Practice projecting your voice and speaking at a consistent and steady pace.

Ensure you time your presentation to make sure that it is not too short or long, make adjustments if it is not the right length of time.

Remember to be enthusiastic when you speak and keep your audience engaged.

Do not come to class unprepared; you will not have time to practice before you begin and will be forced to work on the spot.

Do not forget to read over your presentation for clarity.

Do not read directly off of the paper without looking up.

Do not ever hold the paper right in front of your face, even for a moment.

Do not shout, speak too quietly, too quickly or too slowly.

Do not slouch, turn your back on the audience, fidget, or put your hands in your pocket.

Do not sound bored or like you are not interested; your audience will become bored to