

Tips for Your Oral Presentation



Office of Undergraduate Research
Supporting research and creative activity at UT Austin

**Material in this presentation was acquired and adapted in part from information provided by The Writing Center and the College of Natural Sciences, Office for Honors, Research and International Study.

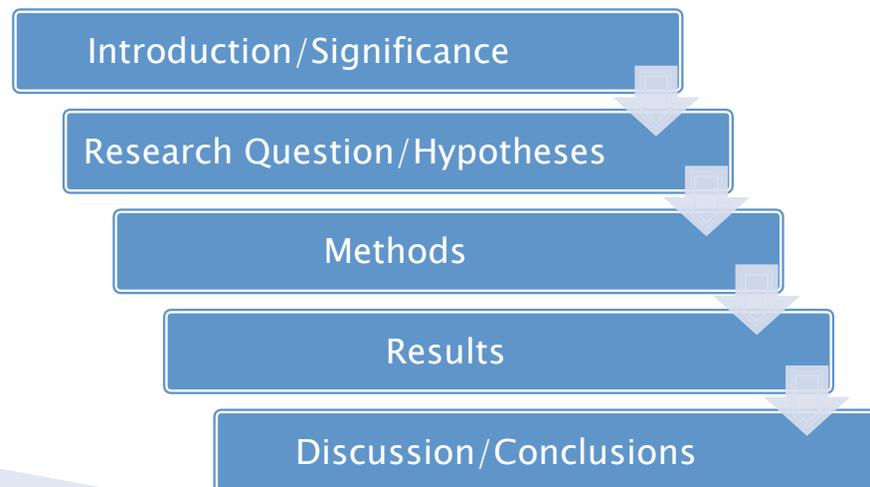
Logistics

- ▶ For most oral presentations you will have about 15 minutes to talk and 5 minutes to take follow-up questions. (Check with the organizers to find out exact time limits for your event.)
- ▶ You can typically use PowerPoint and/or transparencies as a visual aid. Check the conference contacts to be sure what media sources will be available.
 - Bring your PowerPoint on a flashdrive!
- ▶ If you plan to use the internet make sure it is available at the conference!



Preparing Your Presentation

- ▶ Know the needs of your audience! Who are they? What do they want to know?
- ▶ If you can't think of how to start, imagine you are writing to a family member or friend to explain what you did. Limit jargon.
- ▶ Follow a logical progression:



Preparing your presentation

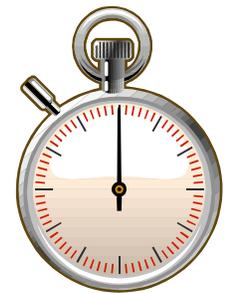
- ▶ Ensure your speech will captivate the audience and be worth their time. Think “Why is this study so important?” Then convey that to the audience.



Preparing Your Presentation



- ▶ Know your material thoroughly!
- ▶ PRACTICE, PRACTICE, PRACTICE!
 - Utilize family, friends, and even a tape recorder.
- ▶ Time your presentation to make sure you are within the limit AND allowing for questions! Time yourself during the actual presentation, also.
- ▶ Make sure it is not a rushed delivery. Take your time.



Preparing Your Presentation

- ▶ It is perfectly fine to make notecards, but only to highlight talking points that you can expand on as you speak.
- ▶ DO NOT read from your notes for an extended length of time or you will lose the audience!
- ▶ PowerPoint slides can also serve this purpose and are great for displaying results charts and other visual aids!
 - Keep PowerPoint layout simple and use BIG TEXT.



Preparing Your Presentation

- ▶ Know your strong and weak points, and you should emphasize the strong points during your presentation.
- ▶ At the same time, the audience does not expect you to be perfect nor do they want you to fail!



Prior to Your Presentation

- ▶ Arrive early to “scout” out the area where you will be presenting. Check audio–visual equipment, decide where you will stand and place papers, etc.
- ▶ Check for a visible clock or consider placing your watch on the podium.



During Your Presentation

- ▶ Dress appropriately and present your desired image to the audience.
 - Try to look pleasant, enthusiastic, confident, and proud.
 - Appear relaxed, even if you feel nervous.

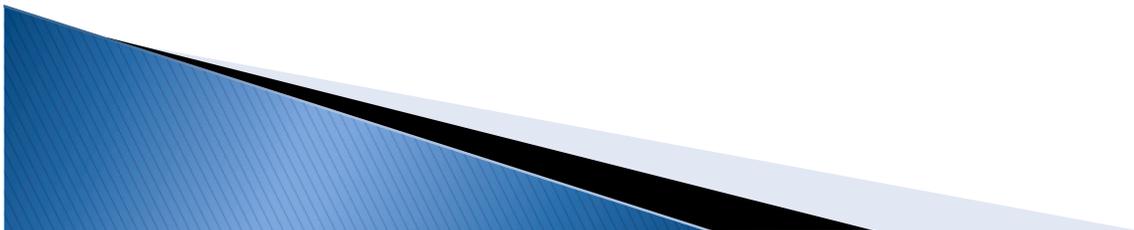


During Your Presentation

- ▶ Introduce yourself (no more than 30 seconds). Where are you from? What is the origin of your paper?
 - ▶ Establish rapport with the audience, perhaps making them laugh to break the ice.
 - ▶ Speak to the person farthest from you to make sure your voice is loud enough.
 - ▶ **DO NOT RUSH!** No one likes a rushed delivery! Allow time for the audience to reflect and think and for you to “breathe.” Stick to main points as needed.
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During Your Presentation

- ▶ Avoid fillers (“umm,” “like,” “uh”) and fidgeting.
- ▶ Body language is important. Standing and perhaps even moving around a bit using appropriate hand gestures is preferable to sitting down or standing with head down.
- ▶ Maintain sincere eye contact, focusing on one person for 2–3 seconds before moving to the next. This helps the audience feel involved.



During Your Presentation

- ▶ Leave time for questions!
- ▶ Overall, just speak, listen, respond, adjust, adapt! Change your strategy if needed.
- ▶ If you become short on time, know ahead what can be left out. If you have extra time, know what can be added.
- ▶ And finally, have handouts and contact information available!

