



MASSEY UNIVERSITY

# Oral Presentations: Tips and tricks

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Centre for Teaching and Learning

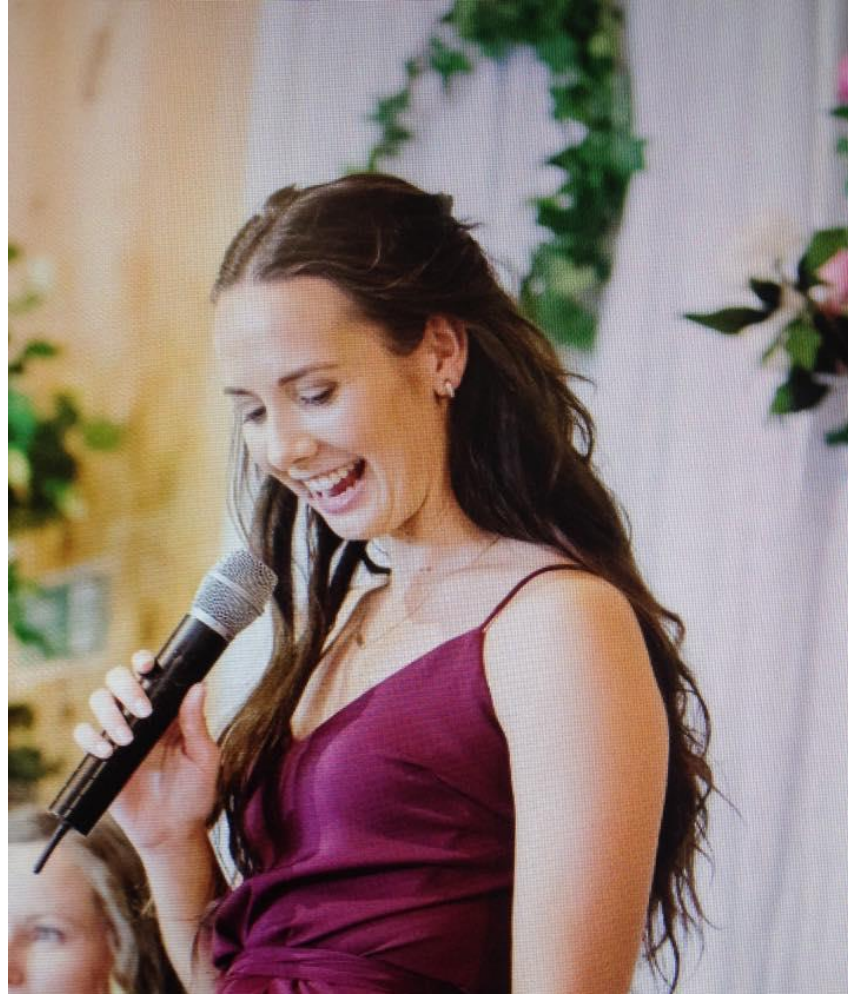
60-90 mins; more info at: <http://owll.massey.ac.nz/about-OWLL/pgs.php>





Credit: Toni Larsen photography





# Which areas most concern you about giving an oral presentation?

Working out the format –  
the overall **structure** of  
this presentation

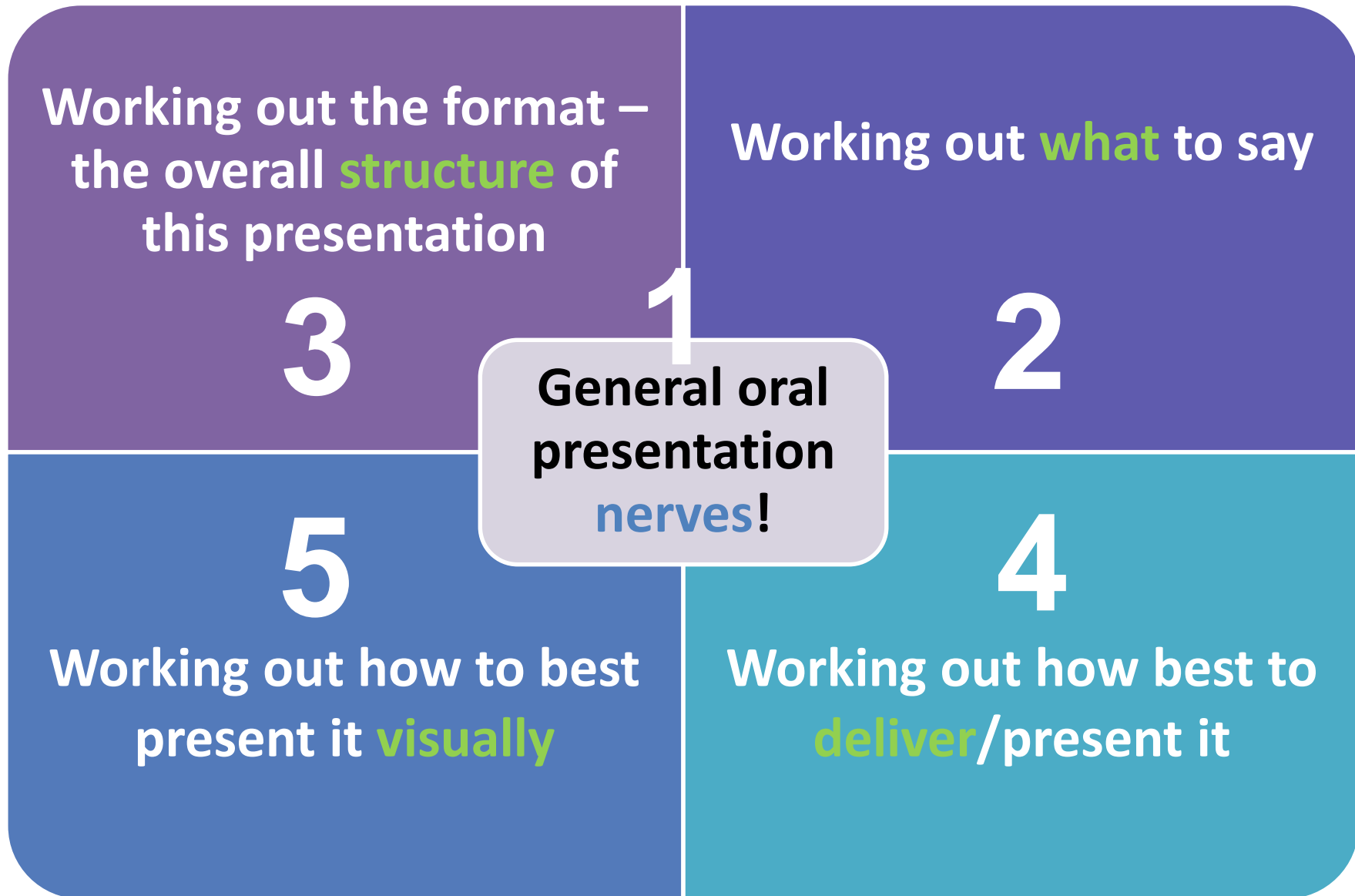
Working out **what** to say

**General oral  
presentation  
nerves!**

Working out how to best  
present it **visually**

Working out how best to  
**deliver**/present it

# Which areas most concern you about giving an oral presentation?



# General oral presentation nerves

**75%** of participants in a study in a Karachi business school said they feared public speaking –

**BUT: “students who fear public speaking can perform well if they use certain strategies to fight their fears”** (Raja, 2017, p. 94).

In a US study, **“practice reduced fear of public speaking”** (Laborda, et al., 2016, p. 901).

# General oral presentation nerves





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# General oral presentation nerves





# Know your audience



# Know your audience

**What do they know already?**

**What do they value?**

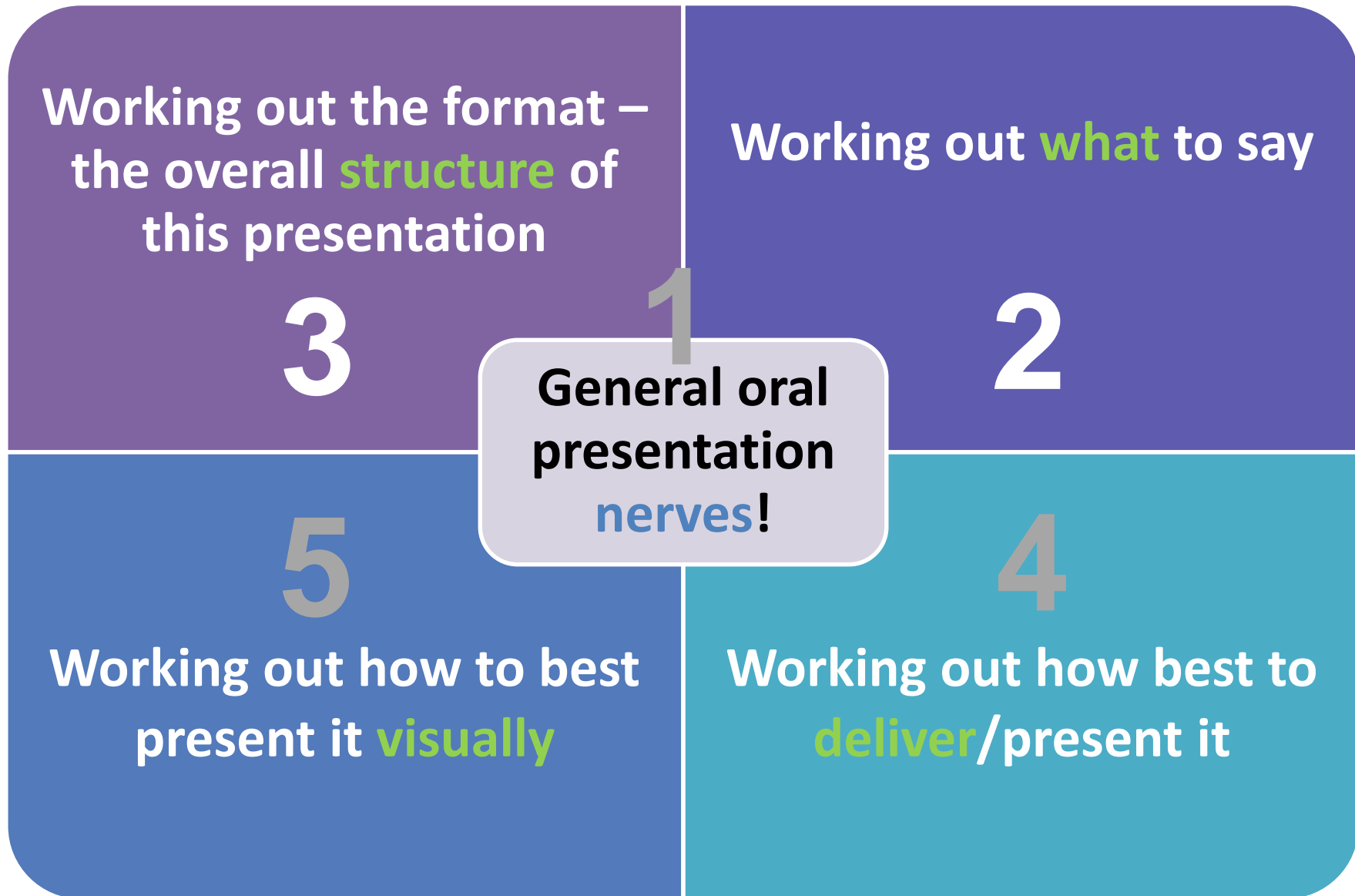
**Friendly faces**

**Visualisation**

**Practice buddies?**



# Which areas most concern you about giving an oral presentation?



## What to say:

- 1) Know the expected format
- 2) Know the content!

### Task parameters

- Assignment task
- Marking rubric
- Length, references

### Content

- Research
- Research extra!

What was their structure?

How closely does it match **your** criteria?

### Examples

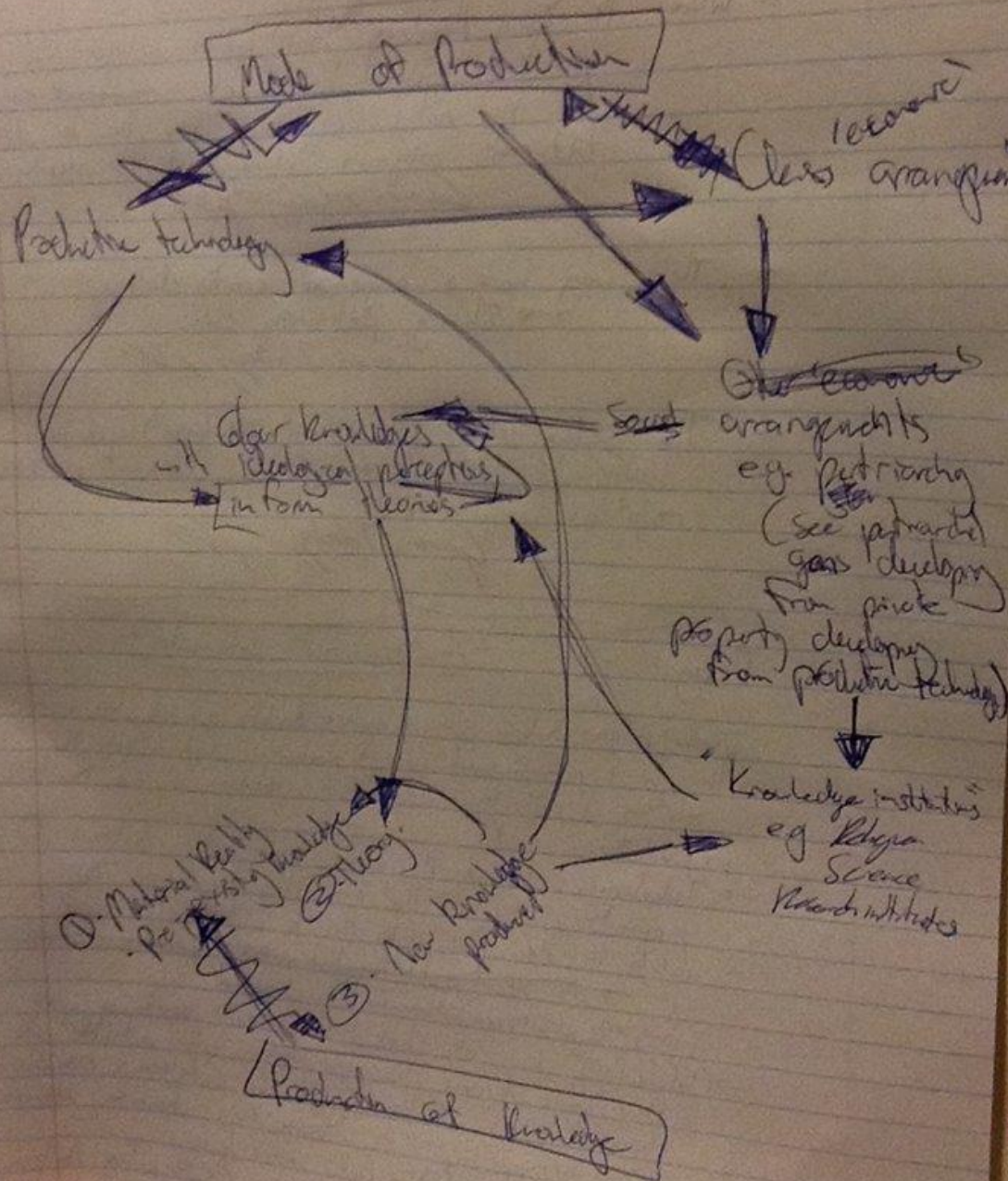
- Previous students
- TED talks, radio presentations, YouTube
- Text of previous speeches

# Have a clear structure

Even more important than in an essay

← Plan like this?

Give clear oral links





# Have a clear structure



**Beginning, middle, end**

**Problem? Rhetorical question? Anecdote?**

**Be logical AND give clear verbal transitions**

**Wrap up at the end**



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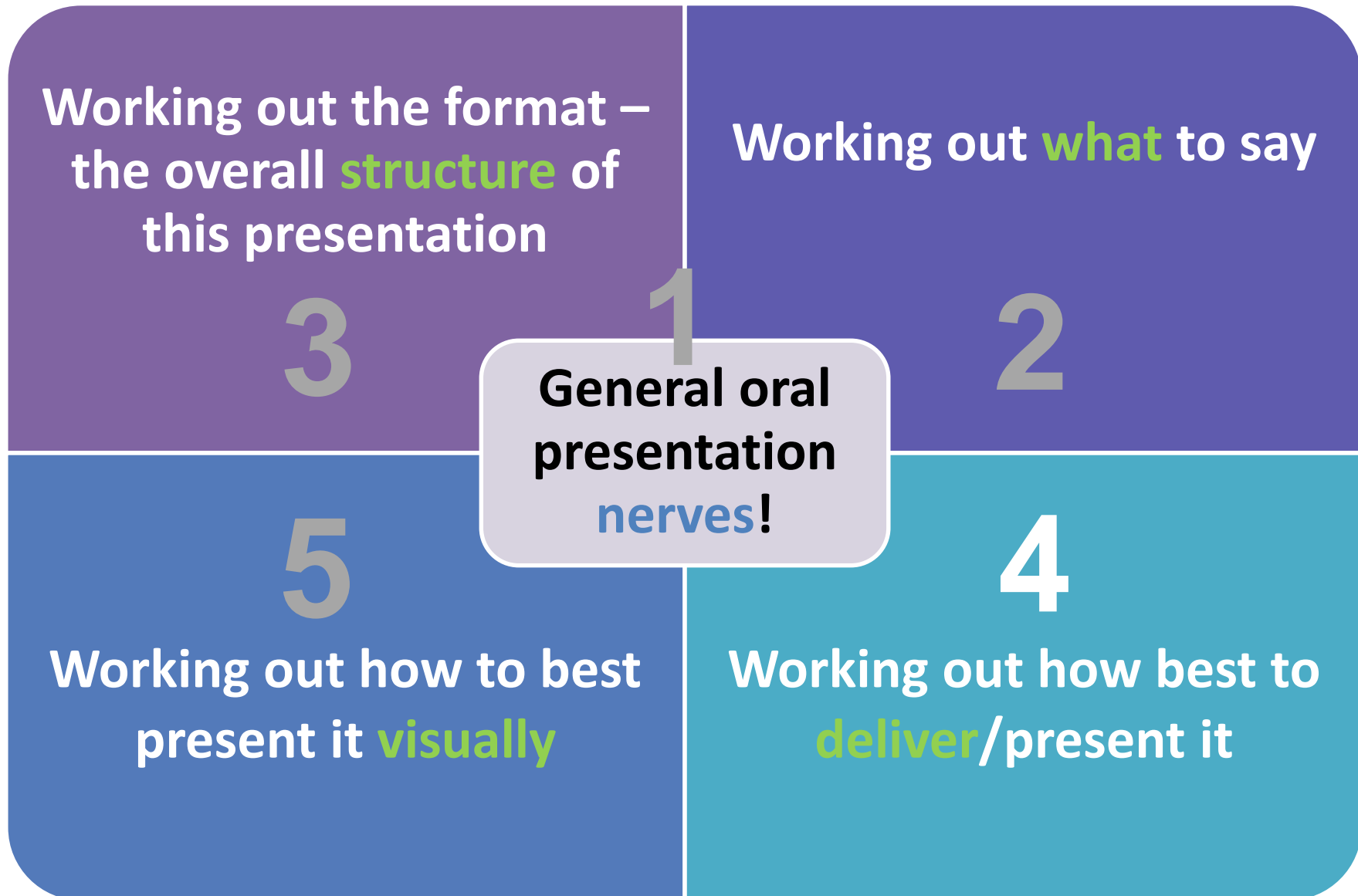
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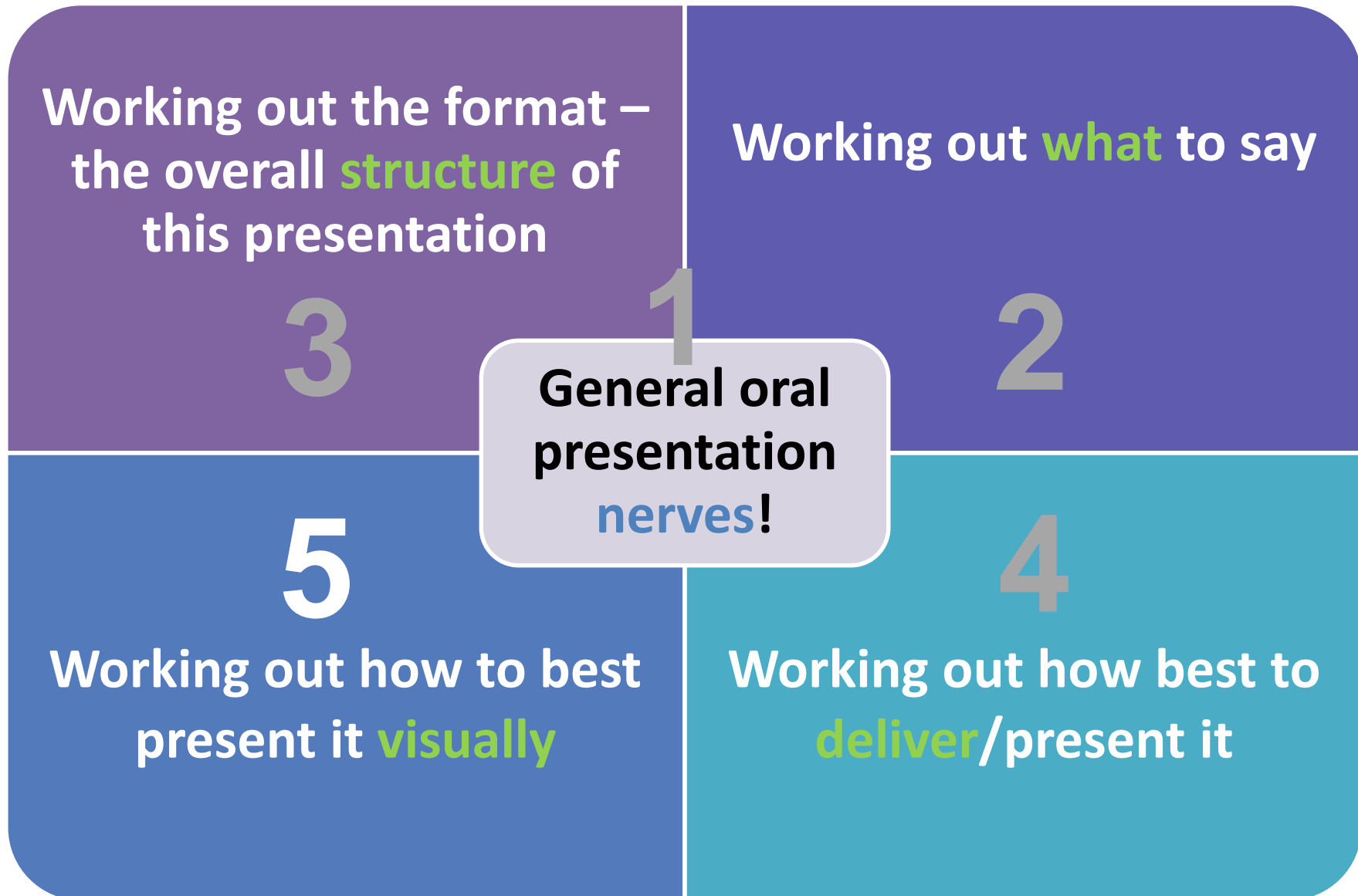


# Have clear, non-distracting speech

Good delivery	How?
Paced	Write in <b>pauses</b> . Breathe!
Engaged	Vary <b>volume</b> , use emphasis Use <b>gestures</b> (including to <b>slide</b> ) ... not too repetitive Eye <b>contact</b>
Clarity	Aim for the back, <b>project</b> Practice <b>tricky phrases</b>
No distractions	Don't <b>wander</b> <b>Unobtrusive</b> notes, or none



# Which areas most concern you about giving an oral presentation?





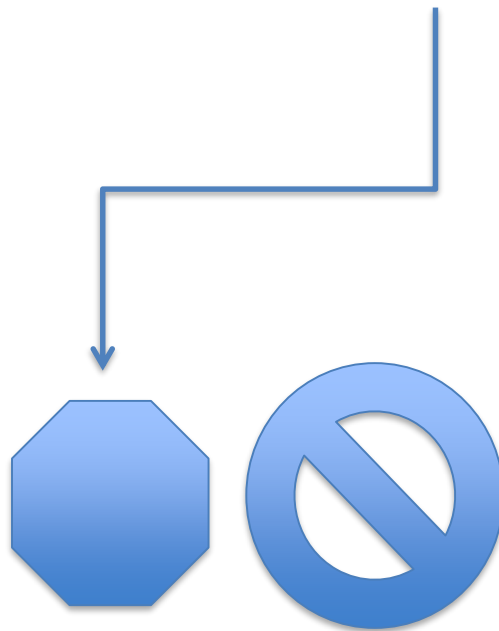
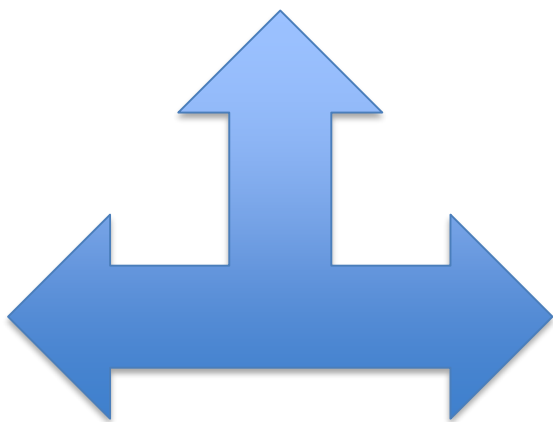
# Have clear, non-sidtracting visuals



Good presentations	How?
Not too wordy	<b>Key</b> points only Replace with <b>pictures</b> IF RELEVANT Have <b>clear links</b> between slides and speech (headings help) Slides are an <i>aid</i>
Not distracting	Use <b>transitions/animations</b> to add items ... but not flashy/long ones Clear, <b>clean</b> slides. 'Rule of four' / <b>grid sections</b> to avoid 'jumpiness' <b>Self-explanatory?</b>
Focus and engage the audience	Consider useful pictures that <b>explain</b> your ideas/concepts or <b>emphasise</b> key points Strike a balance between <b>engaging</b> and useful / <b>relevant</b>

# Have clear, non-distracting visuals

Good presentations	How?
Informative, useful	Titles sum up the <b>point</b> of the slide / overall argument? Graphic <b>organisers</b>



# Have clear, non-distracting visuals

Good presentations	How?
Informative, useful	Titles sum up the <b>point</b> of the slide / overall argument? Graphic <b>organisers</b>

36-pt Calibri

16-pt Calibri

44-pt Calibri

72-pt Calibri



**Top two tips:**

**Plan + Practice**

# Presentations v2. Feb 17

What is class size?

What are rubric criteria for presentations?

90 min - use story board plan idea.

↳ ~ 40 min slides; 40 min speaking theory + practice  
+ structure  
engaging hooks - storyboard together

Ideas:

\* Brainstorm what you like in a presentation

\* Practice speaking

\* Story board together

Info on giving speeches

→ Info on organisation + visuals

→ Practice speaking

→ Practice visuals?

diverse

\* What if?

Tips for nerves (see cam see ppt)

- practice

- visualise

- choose a friendly face

Smile

\* Show Youtube → 1-2 min feedback per group  
→ 3 clips

5 min brainstorm on likes + dislikes when watching a presentation  
→ What tips have you got guys? Feedback to board + discussion (using ppt?)

→ My main tips for all of you are to plan and to practice.

to 10 mins? Variety v distraction

gets your ideas organised + logical

Learn ideas for delivery helps you be sure of what you're doing + feel more comfortable

+ perform better on the day  
Presenting is a skill to learn

Speaking skills

Solutions

- Not too fast or slow → Practice - ask a friend to say (objective)

Not 'flat' / monotonous

Write in pauses for effect  
Vary pitch + tone  
Use gestures → Not too repetitive

Not too quiet or mumbly

Not reading notes - can have, but don't have to

Eloquent, project

- get someone to watch!

Visual skills

- Use visuals! Pic 1-1 line each max (preferably)

Speak to the slide

- Not too wordy → Use few words - pictures can be good if relevant  
Don't read it out - treat as a prompt. Speak about your slide  
Use ~~slide~~ transitions/animations to add item by item  
- Not distracting → clear, clean slides - if diagrams, grid sections to avoid jumping?

# Organisation skills

Risk of loss of cohesion

- worse than essay  
audience can't skip forward or back

lets audience know if have Qs.  
→ Need v clear intro  
- explain structure of presentation point " "  
→ Put su Every sentence is purposeful.

And like up

Logical, transitions to highlight.

End strongly, w/ conviction.

We'll rate on 7e

- volunteer from each group.

say what will happen.  
practice new skills get used to  
get feedback  
from class you'll be presenting on the day  
If nervous, now is best time.

Small group 4 ppl.

↳ Fun 2 min improv

+ rate on speed of gestures.

5 ppl?  
+ in groups. ~ 10 min.  
+ feedback.

storyboarding.

Main sections will be - who will do each transitions + how.

At least 10 mins

Show how I storyboard + say how they can try it.

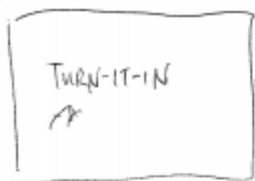
Qs... any.

Be ready for Qs → know topic

- critical audience member  
→ how to address it?

Not just how you speak. Keep resources

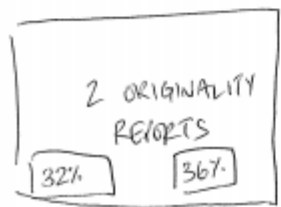
Top Radio hour.  
Ken Robinson  
How to group children.  
Youtube.  
[Te Rader]



have you used it?  
 what's it for?   
 similarity report  
 plagiarism detection

- online
- internet
- s assignment

SS often ask what is the [%] to go for or have [0%] in mind as excellent  
 ↳ no optimum % which means your safe or not.  
 ↳ problematic - no source use at all.



- both numbers in red  
 - are there issues with plagiarism in both / is pure automatic penalty?  
 - no human eyes are needed



Ex Report 1  
 32% - let's look more. - high on internet sources 2%.  
 student papers 23% but worth looking further.



#1 first avoid.

General

#1 internet - citations used so not unethical use of sources  
 ↳ but needs to paraphrase instead of using long quotations (no p.#).  
 ↳ needs to work on paraphrasing skills > changing a word or two is not enough.

#2 internet

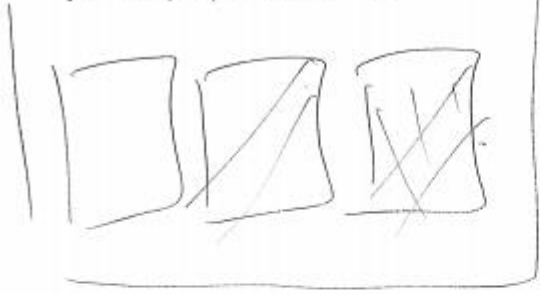
STUDENT 1 summary  
 ethically OK  
 skill development needed in paraphrasing.

#4 student paper -> problematic paraphrasing of this student (and the student from KwaZulu-Natal University)



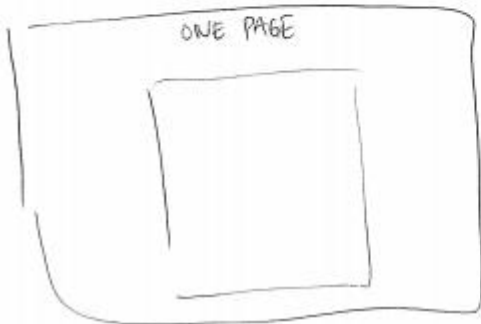
3/

ORIGINALITY REPORT 2



• 36% similar but more worrying skill wise.  
 B: to my papers alerts me.

ONE PAGE



What do you notice?

- ! - no citation
- !! - lots of similarity

- ✓ not copied directly
- ✓ no blatant dishonesty but lack of skill.

#3 Foothill College student > used same text book ... not paraphrased well.  
 Massey student > same text book/source ... not paraphrased.

Summary - often skill issues not integrity

- ✓ write from notes (not open texts) (citations) but have to get on to
- avoid quotations in pgs.
- work on paraphrasing skills - idea - own words - no replacement - acknowledge source
- [10%] - human eyes interpret this. #1 few issues # lots more issues
- CENTRE FOR T+L.
- MASSEY ACADEMIC INTEGRITY LINK.

# Storyboarding: Start drafting

What is the **main thing** you want your presentation to say? What's the point of having it? (Intro, conclusion)

What will your **main sections** be?

How **long** for each section?

How might you use **transitions** between points?

What **visuals** could you use?







# Points for feedback

- **Eye contact**
- **Tone/pitch/variation/volume**
- **Pacing/speed/pausing**
- **Was anything distracting (movement? Position? Gestures?)**
- **Anything else?**
- **What did you like?**



# Planning

## Any questions?

- **What questions might audience members have about your topics?**
- **How might you address them?**

# Help with oral presentations

- **One-to-one & small group consultations at CTL:**

Contact details:

Email: [ctlalb@massey.ac.nz](mailto:ctlalb@massey.ac.nz), [ctlman@massey.ac.nz](mailto:ctlman@massey.ac.nz),  
[ctlwel@massey.ac.nz](mailto:ctlwel@massey.ac.nz)

- **These slides will be available on Massey's OWLL site:**  
<http://owll.massey.ac.nz/about-OWLL/pgs.php>
- **Note: For a recording of the previous live session (Literature Reviews), you can email [ctlalb@massey.ac.nz](mailto:ctlalb@massey.ac.nz) and ask for Vanessa to send you it 😊**

