

# Oral Presentations

EENG 4910 & 4990

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# Delivery Techniques

- Impromptu – Too risky for a technical presentation where accuracy is vital
- Speaking from Memory – Can be planned carefully, but a small memory lapse can unsettle the whole presentation
- Extemporaneous – Prepare an outline, practice, glance at the outline occasionally
- From a manuscript – most popular method

# Good techniques

- Create a friendly atmosphere for you to speak  
Thank the audience first
- Interest the audience in your subject  
Gain attention by mentioning interesting facts
- Include Subject, purpose, scope, and plan of your presentation- Tell the audience what you plan to tell them, tell them, tell them what you just told them

# Good techniques

- Keep introduction to a minimum
- Your main content should be concrete
- Augment the content by examples, analogies, illustrations, and contrasting information
- Make your major points one at a time
- Always thank the audience after the talk, and offer to answer questions

# Don'ts

- Never suggest that you are concluding, and drag on your talk
- Never limit the talk to reading your visuals
- Don't save important points to the very end
- Never punctuate your talk with “OK”, “YOU KNOW”, and similar expressions
- Do not speak in monotones

# Visuals

- A good visual must be visible
- A good visual must be clear
- A good visual must be simple
- A good visual is easy to control – ease of adding/skipping information
- Don't make your visuals too busy – try to use it as an outline for your talk

# Reference

- [http://ece-1.rose-hulman.edu/ece/index.php?option=com\\_content&task=category&sectionid=5&id=43&Itemid=39](http://ece-1.rose-hulman.edu/ece/index.php?option=com_content&task=category&sectionid=5&id=43&Itemid=39)