



**SHERIDAN**  
INSTITUTE OF HIGHER EDUCATION

RS393  
Oral Presentation  
Workshop

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# Why do it?

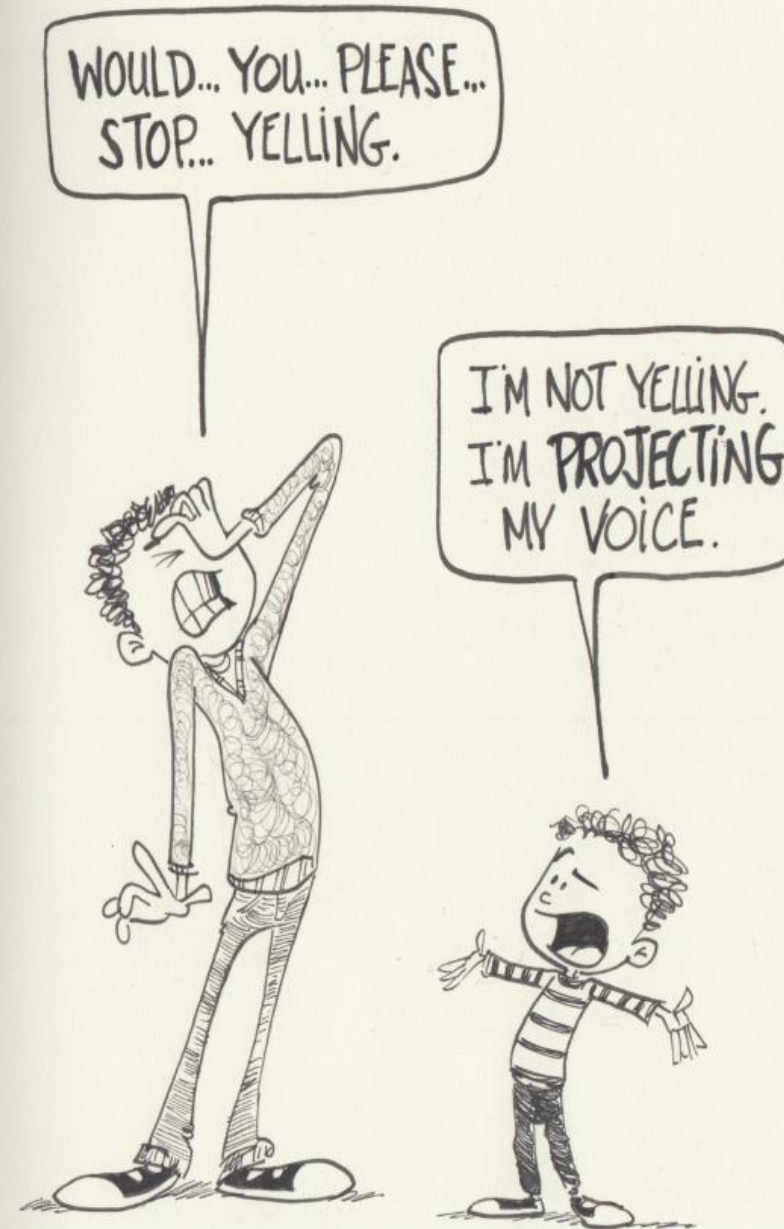
- ✓ Good opportunity to practise presentation skills
- ✓ Great skill for the workplace



(Inc, n.d.)

# Physical Preparation

- ▶ Sleep well
- ▶ Allow time to get ready
- ▶ Dress professionally
- ▶ Stance, posture, movements
- ▶ Eye contact and smiles
- ▶ Voice projection



(artofdad, 2016)

# Confident Start

- ▶ Greeting/welcome
- ▶ Introduce yourself and your topic
- ▶ Memorise your introduction
- ▶ Speak clearly and at a slower-than-usual pace

# Remember

- ✓ You know more about your topic than anyone else in the room
- ✓ People have come to hear what you have to say
- ✓ You don't have to know it all. (It is ok to say "I'll need to find the answer to that question")

# Audio-visual Preparation

<https://support.prezi.com/hc/en-us/articles/360061543914-Getting-started-with-Prezi-Design>

Avoid ...

Making audio-visuals *too busy* with too many **colours** and **too much** activity

Avoid ...

Clashing backgrounds

Avoid ...

Using colour combinations that are  
difficult to read ...

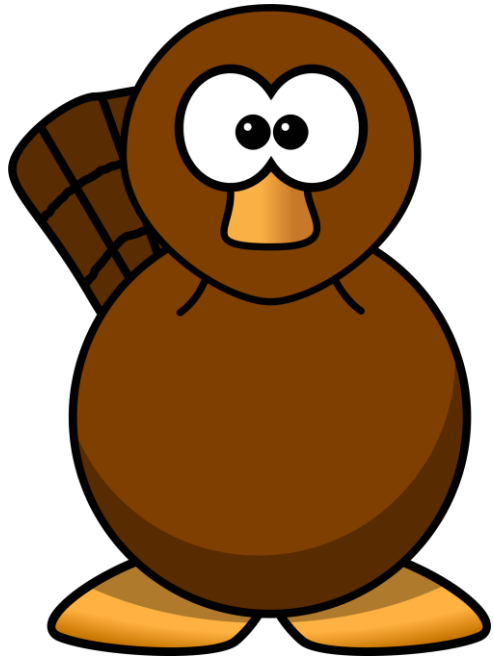
... they can cause eye strain!

## Avoid ...

Crowding your slides with too much information. There are two main dangers. Firstly, you may be tempted to read all the words from your slides rather than talk to your audience about your topic. Second, if you have too much information on the screen it can take away from what you are saying. In fact, instead of listening to you your audience may be too busy reading all the words you have displayed and might in fact be so distracted they stop listening to you altogether. Please put your hand straight up in the air if this is happening to you right now!

Avoid ...

Overdoing it with clip art



NB: Clipart provided by PowerPoint does not need to be cited

# Keep it Simple

- ▶ Clean lines
- ▶ Clear structure
- ▶ Bullet points
- ▶ Appropriate use of images, graphs and tables
- ▶ Accurate spelling, grammar, and referencing



“Use quotations at  
strategically  
selected moments.”

(The University of North Carolina at Chapel Hill, 2021)

# Suggested Structure

- ▶ Title and research question/s
- ▶ Summary of background (what has already been done and what was needed ie: the “gap”)
- ▶ Methodological approach used
- ▶ Sample (who, how many, sampling technique used)

# Suggested Structure (continued)

- ▶ Data collection tools and analysis used
- ▶ Results (findings and interpretation)
- ▶ Conclusion and recommendations
- ▶ References
- ▶ Thank your supervisor
- ▶ Allow time for Q & A

# Final Thoughts

- ▶ Rubric
- ▶ Backups
- ▶ Rehearse
- ▶ Breathe
- ▶ Reflect



# Questions?



(Inc, n.d.)

# References

artofdad. (2016, December 21). *Projecting not yelling...*. The Art of Dad. <https://theartofdad.com/2016/12/21/projecting-not-yelling/>

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The University of North Carolina at Chapel Hill. (2021). *Quotations – The Writing Center*. <https://writingcenter.unc.edu/tips-and-tools/quotations/>

