

RULES FOR ORAL PRESENTATIONS

1. Present an outline of what will be presented.
2. Give conclusions at the beginning and at the end.
3. Know the audience. Know what you are trying to accomplish.
4. Use slides to complement what you say. The audience will remember roughly 50% of each.
5. One major idea per slide. See separate sheet on Powerpoint Presentations.
6. Assume 2 minutes per slides. See separate sheet.
7. Use handouts with group of 5 or less. Stand with more; it lets you control the group.
8. Check out the facilities before the talk. Out of order slides look silly. Laser pointers running around the room dont help. It helps to be comfortable with the speakers podium. Avoid extraneous body motion. If you do, you will look much less nervous than you feel.
9. Talking in the audience during your talk is easy to correct. A slight step toward to the offending person usually does it. A second step will certainly suffice. A step, a pause, and a look in that direction will make the person look for the nearest rock.
10. Organize what you plan to say with each slide.
11. The Introduction must be good. Write this and practice. Revise and practice. Then throw away the notes. It is the audiences first impression and will dictate whether they think it is worth the effort to listen to the talk.
12. Questions. Shows your comfort level with the material. Answer simply and directly.
13. Have back-up slides if desired of material which may arise in questions but couldnt fit in the main talk.
14. Do not exceed your allotted time.