Your Assignment

12 minutes
Slide show

3 minutes Q&A
No notes
In general, oral presentations require ...

Organization  Visuals

Language  Practice
In general, oral presentations require ...

Organization  Visuals

Language  Practice!
A talk must be ...

Organized to bring out the main points

Planned so there’s enough time devoted to each topic

Planned to fit within time constraints
A talk must be ...

Organized to bring out the main points

Audiences can only remember 3-4 main points

Your organization must make those points clear
Planning & Organizing Your Talk

Start with an outline

Develop your ideas into “paragraphs”

Use the old intro/body/conclusion strategy
Planning & Organizing Your Talk

Start with an outline. If you don’t,

... you won’t use your time efficiently.

... your audience will have trouble following you.
Develop your ideas into “paragraphs”

This will help you organize your ideas

This will help you fit within time constraints
You should know what paragraphs are by now ...

“paragraphs”

State the topic sentence/main idea right away

Only address one topic

Characterized by coherence
Why paragraphs?

“paragraphs”

Are generally 100-150 words (when properly organized)

Most people speak between 100-150 words—a “paragraph”—per minute
Planning & Organizing Your Talk

Use the old intro/body/conclusion strategy

Introduction: A bit
Body: A lot
Conclusion: A bit
Possible placement for those 3-4 main ideas, with spoken “paragraphs”:

Introduction: 1 paragraph

Body:
   Point A: 3 paragraphs
   Point B: 4 paragraphs
   Point C: 3 paragraphs

Conclusion: 1 paragraph
The key to being a good speaker is

**Preparation**
- Put the key idea for each paragraph onto notecards

**Practice**
- Say your part aloud several times
- Say it for someone else