Karl Del Duchetto

How to make a good oral presentation?

To do

* Begin by saying ‘’Hi’’ and present yourself briefly. If someone presented you already, thank that person.
* Present your plan.
* Breathe normally.
* Speak loud enough so that everyone can hear you.
* Speak normally. If you speak too fast, no one will understand the main points of your presentation. If you speak too slowly, no one will be interested by your presentation.
* Vary intonation and words used.
* Show some interest in your subject.
* Face the public.
* Look at everyone in the room.
* Stand straight, but not too much.
* Stay natural while talking and moving.
* Accompany your talk with gestures, but don’t be excessive in it.
* And…Smile =).
* If someone is asking you a question, make sure you understand it. Then, be honest, if you don’t know the answer, say so.
* If you get any good or bad comments, stay open minded and use those comments to improve your next presentation.

Not to do

* Never cross your legs or your arms. This is a sign of closure.
* Never show the public your back.
* Don’t look at the floor while talking.
* While answering a question, never use words like ‘’not at all’’ that shows strong oppositions.

Hot to prepare?

* Make a plan by chaining logical ideas.
* Know your subject. If you don’t like your subject or if you think you won’t be able to be a pro in it, change subject.
* Know your enemy. Make a list of questions you might have to face.
* Manage your stress. Before your presentation, think about something else. Be humoristic, it will make everyone more relax.
* Choose your visual support and keep it simple.
* Finally, practice it. You might want to talk while practicing it, don’t practice it in your head only. The more you practice it, the more you will feel comfortable and the less you are gonna be stressed.