

How to Give a Talk or Presentation

I General Tips

- Have a clear purpose. Do you want to inform, persuade or entertain, or all three?
- Consider your audience. Are they interested in the topic? How much do they already know?
- Organise your points logically, using connectives to link the parts of your presentation.
- If you use PowerPoint, limit the text on each slide to about 30-40 words. The same rules applies to overhead transparencies.
- Remember to allow time for questions.
- Say what you are going to say. Then say it. Then summarise what you have said.
- Speak slowly and clearly, but also naturally.
- Emphasise key points by stressing certain words and pausing at the end of the sentence.
- Don't talk for too long. After about ten minutes, people start to lose concentration .
- Rehearse your presentation. Ask someone to listen to you and give feedback.

II How to proceed:

Before your talk:

Step 1: Research your subject thoroughly, making *notes in English*. If you are using notecards, *number them*.

Step 2: *Check your English* and look up words that are difficult to pronounce in a dictionary.

Step 3: Think of ways to make the talk more interesting, e.g. by using *visuals, sound, jokes, objects* etc.

Step 4: Check that all the *equipment you need* is available and that it works.

Step 5: Practise your talk beforehand.

During your talk or presentation:

Step 1: Start your presentation by *explaining your topic* and how your talk is structured. If you do not know the audience, introduce yourself first.

Step 2: *Make things clear* for your audience - keep the talk simple, speak slowly and clearly.

Step 3: Use *visuals, handouts*, etc to hold your audience's interest. If you use an OHP (overhead projector) make sure that you do not overload your transparencies or pictures and that they can be read easily or seen by people in the back row.

Step 4: Pay attention to your body language: stand straight and face the audience, keeping *eye contact* with them. Speak clearly and loudly enough for everyone to hear you; do not rush what you are saying, otherwise you may have difficulty speaking.

Step 5: *Summarize the important points* at the end of your talk.

Step 6: Thank your audience for their attention and ask whether they have any questions.

III Useful phrases:

For the introduction

- greet the audience : *Good morning/good afternoon ladies and gentlemen*
- introduce yourself: *Let me introduce myself. My name is ...*
- state the topic/purpose : *The subject of my talk/my presentation is ...*
- outline the structure of your talk/your presentation: *My talk is divided into ... parts. Firstly Secondly... Thirdly ...*

For the main part:

- start part 1: *Let me start by telling you about /by presenting/ by stating ...*
- start part 2: *Now I'll / I would like to move on to the second part/aspect ...*
- start part 3: *This brings me to my third/final point*

For the ending:

- summarize parts 1-3: *To summarize what I said before ...*
- thank the audience: *Thank you for your attention/for listening*
- invite questions/feedback: *If you have any questions, I'd be happy to answer them now.*