**BRITISH CIVILIZATION**

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**ORAL PRESENTATION**

**Useful Tips**

It’s not easy to give a good oral presentation but these tips will help you. Here are our top tips for oral presentations.

**DOs:**

* Use the planning time to prepare what you’re going to say.
* If you are allowed to have a note card, write short notes in point form.
* Use more formal language.
* Use short, simple sentences to express your ideas clearly.
* Pause from time to time and don’t speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.
* Speak clearly and at the right volume.
* Have your notes ready in case you forget anything.
* Practise your presentation. If possible record yourself and listen to your presentation. If you can’t record yourself, ask a friend to listen to you. Does your friend understand you?
* Make your opinions very clear.
* Look at the people who are listening to you.

**DON’Ts:**

* Write out the whole presentation and learn every word by heart.
* Write out the whole presentation and read it aloud.
* Use very informal language.
* Only look at your note card. It’s important to look up at your listeners when you are speaking.

**Useful language for presentations**

**Explain what your presentation is about at the beginning:**

*I’m going to talk about ...  
I’d like to talk about ...*  
*The main focus of this presentation is ...*

**Use these expressions to order your ideas:**

*First of all, ...  
Firstly, ...  
Then, ...  
Secondly, ...  
Next, ...  
Finally, ...  
Lastly, ...  
To sum up, ...  
In conclusion, ...*

**Use these expressions to add more ideas from the same point of view:**

*In addition, ...  
What’s more, ...  
Also, ...  
Added to this, ...*

**To introduce the opposite point of view you can use these words and expressions:**

*However, ...  
On the other hand, ...  
Then again, ...*

**STRUCTURE**

Most presentations will consist of an introduction, the body of the talk and a conclusion. The introduction prepares the audience for what you will say in the body of the talk and the conclusion reminds them of your key points. Good presentations raise questions in the listeners' mind. Good speakers encourage questions both during and after the presentation and are prepared to answer them.

### Introduction

A good introduction does four things:

* Attracts and focuses the attention of the audience
* Puts the speaker and audience at ease
* Explains the purpose of the presentation and what the speaker would like to achieve
* Gives an overview of the key points of the presentation

It is often a good idea to begin a presentation with a question, a short story, an interesting fact about your topic or an unusual visual aid.

### Body

The body of a presentation must be presented in a logical order that is easy for the audience to follow and natural to your topic. Divide your content into sections and make sure that the audience knows where they are at any time during your talk. It is often a good idea to pause between main sections of your talk. You can ask for questions, sum up the point or explain what the next point will be. Examples, details and visual aids add interest to a presentation and help you get your message through. Here are some questions you can ask yourself about the examples you include:

### Conclusion

A good conclusion does two things:

* Reminds the audience of your key points
* Reinforces your message

Your conclusion should end the presentation on a positive note and make the audience feel that have used their time well listening to you.

### Questions

Many speakers worry about questions from the audience. However, questions show that the audience is interested in what you have to say and can make the talk more lively and interactive. You should be more worried if there are no questions at all!

**REFERENCES**

<https://learnenglishteens.britishcouncil.org/exams/speaking-exams/oral-presentation>

<http://www4.caes.hku.hk/epc/presentation/content_and_structure.asp>