



PROJECTA



How to give an oral presentation



In this module, you will learn the basics of **presentations**. You will learn about **steps** to follow. You will explore key items to practice to give a presentation.

The term “talk” will be used interchangeably with presentation.

What is a presentation?

A **talk** giving information about a topic.

What is the purpose of a talk?

To transfer “an idea” into the listener’s mind.

Source

Agenda

Reading Strategies: Mention 1 learned (1st)

WRITE

- main ideas ✓
- Key details ✓
- interesting examples ✓
- “agree/disagree”

Annotating

Olympics

Paralympics

Pardon Am

Reading pgs. 66-67 (Handout)

Vocabulary - boldface

Summarizing (a text)

pg. 69

“Reading Strategy”

pg 2 / pg 9

apply the strategies

Homework: Please read “A whale of a wheel”

Reading: active process of understanding print and graphics.

apply strategies learned in class

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Presentation Structure



- Opening
- Body of Content
- Conclusion
- Closing

Presentation Structure



Opening

-Introduce...

- the topic and the ideas on the topic,
- organization of your talk (outline).

-Include a learning goal, if time is available.

-Use a "hook" to grab the attention of listeners. The "hook" could be a story or a joke."

Presentation Structure



Body of Content

- Organize the ideas in different order. For example: time, group of ideas, question and answer, or story line.



Presentation Structure



Conclusion

- Include a thought, a key idea or a take-away (something that the audience can do after your presentation). For example, if your talk is about money and saving money, invite them to use tools or an advice you include in your presentation.

Parts of a paragraph



Closing

-Use statements such as:

"This is the end of my presentation, thank you".

"Thank you for your attention. I am ready for questions."

Thought about presentations



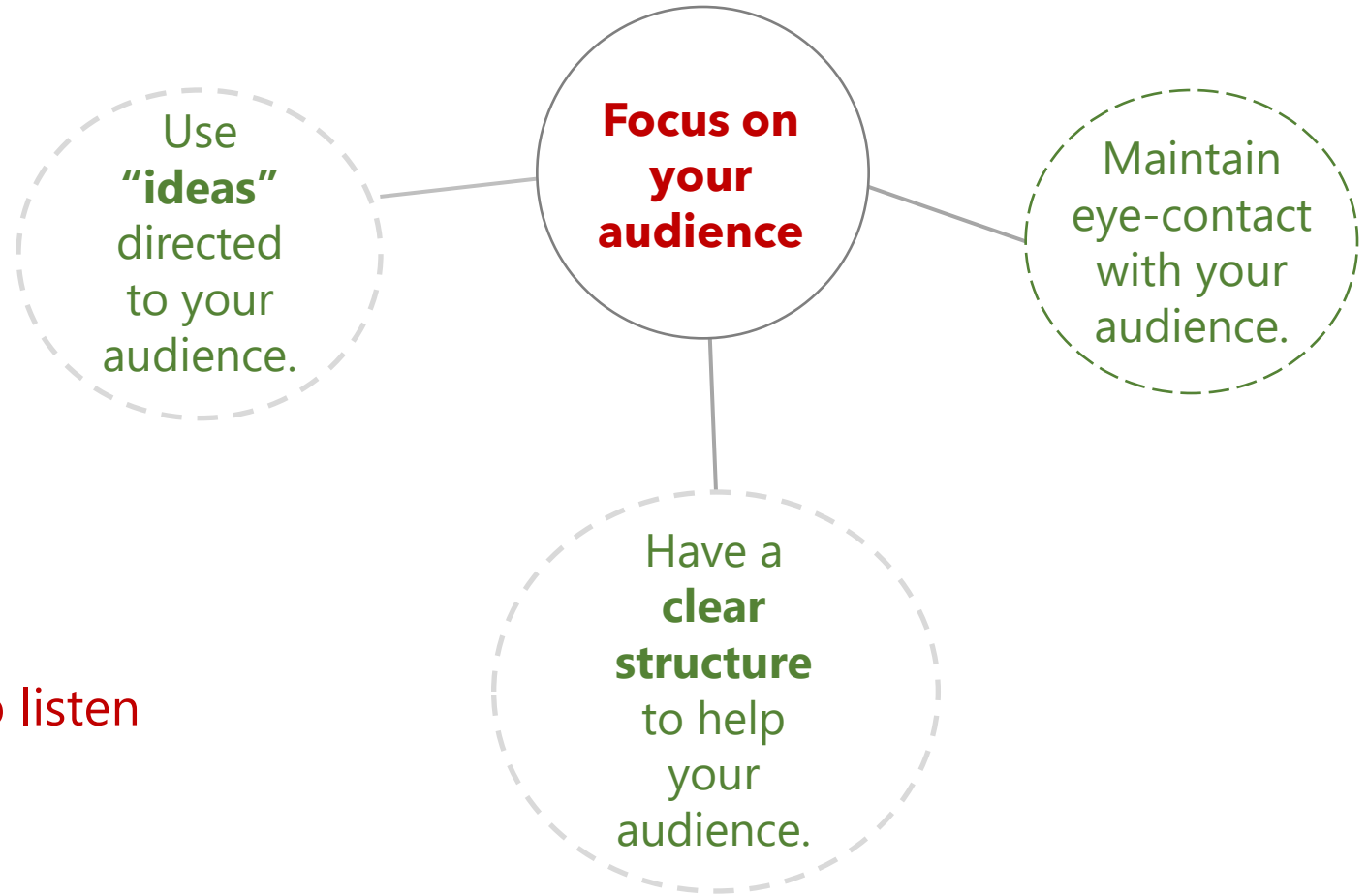
Focus on and share relevant “ideas” with your **listener/s**.



Tips: *before* your talk

Your audience is the people who listen
to your talk.

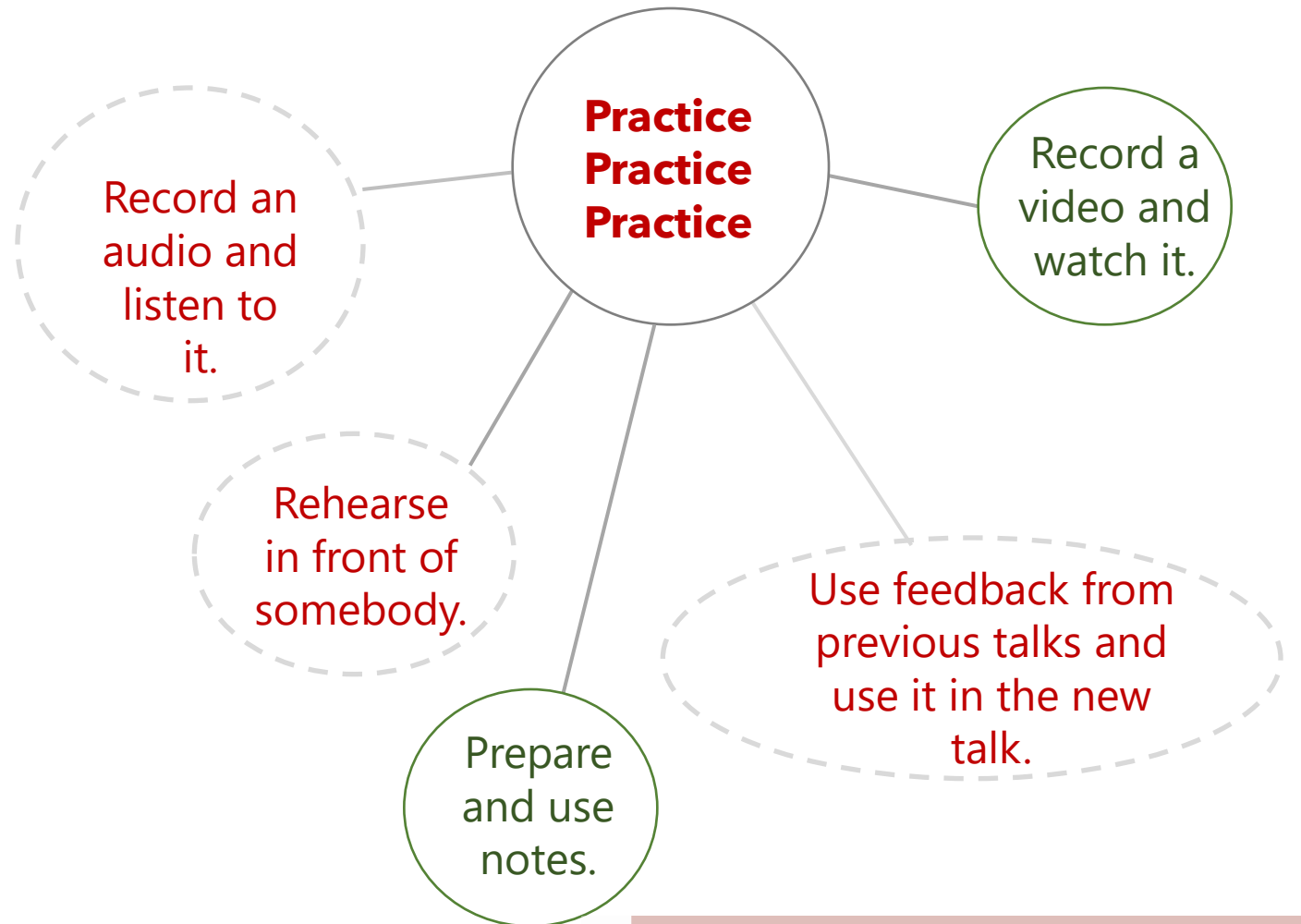
[Source](#)





Tips: *before* your talk

Practice is essential to be "successful".

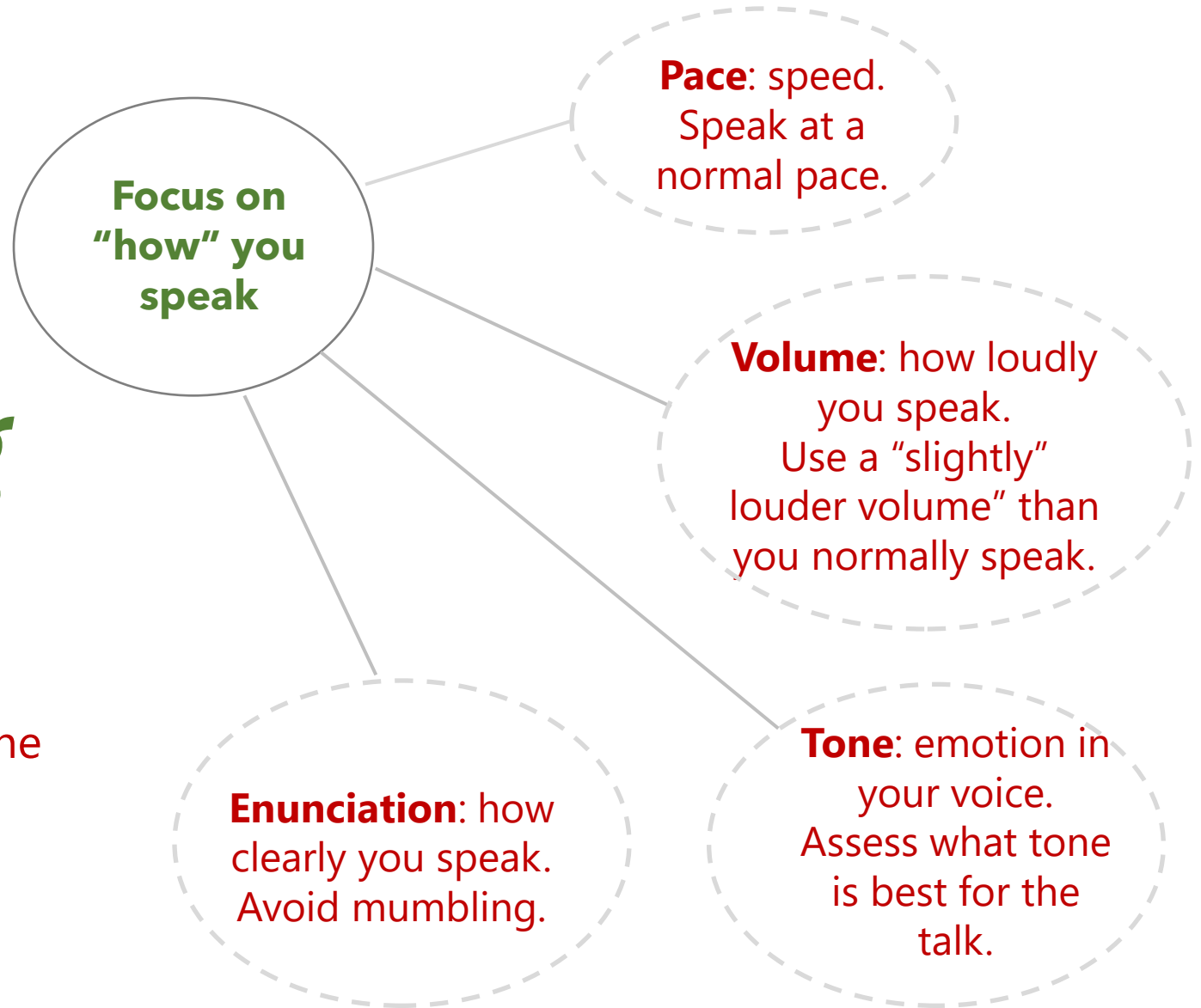




Tips: *during* your talk

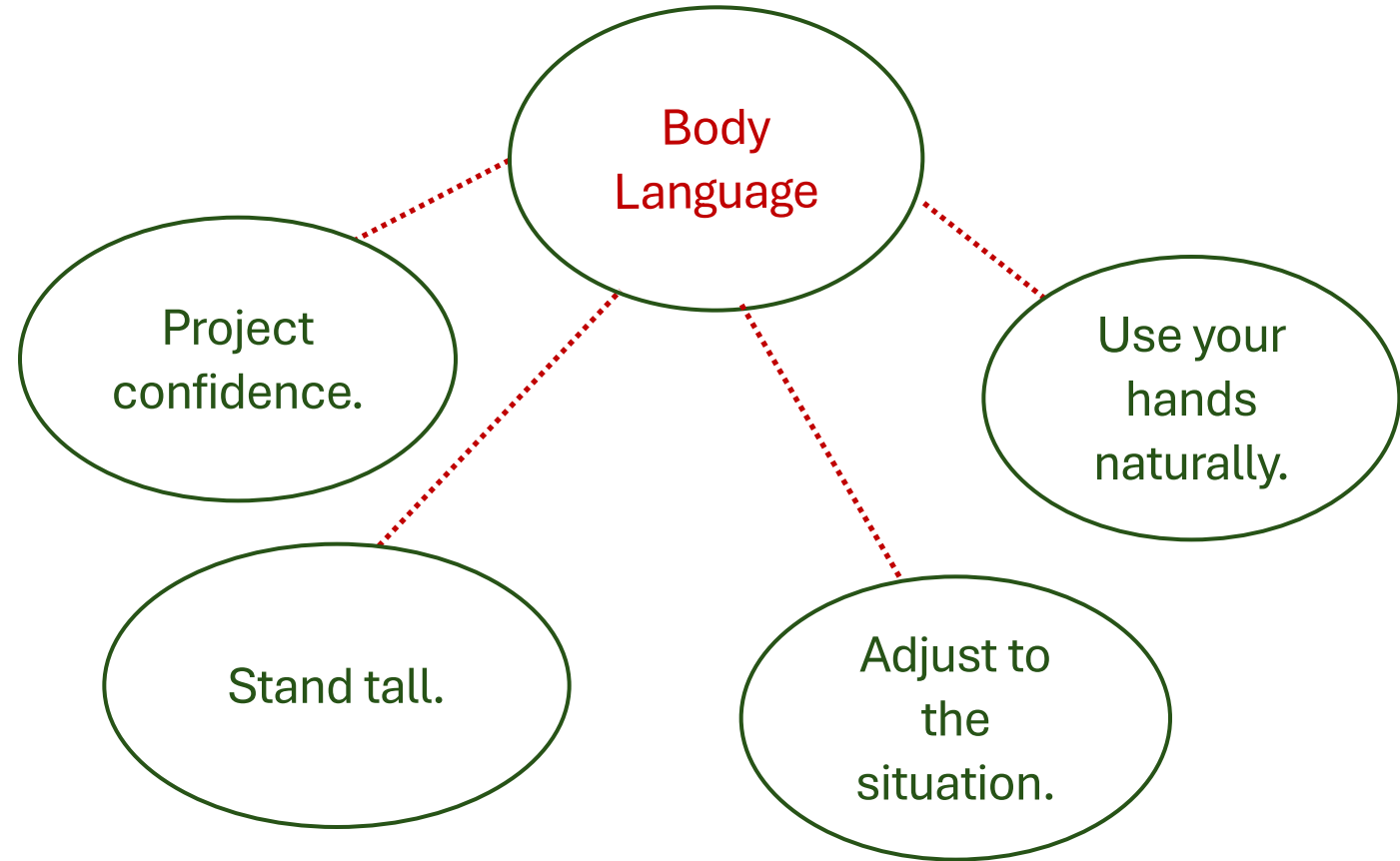
Your voice carries the “idea” to the listener.

[Source](#)



Tips: *during* your talk

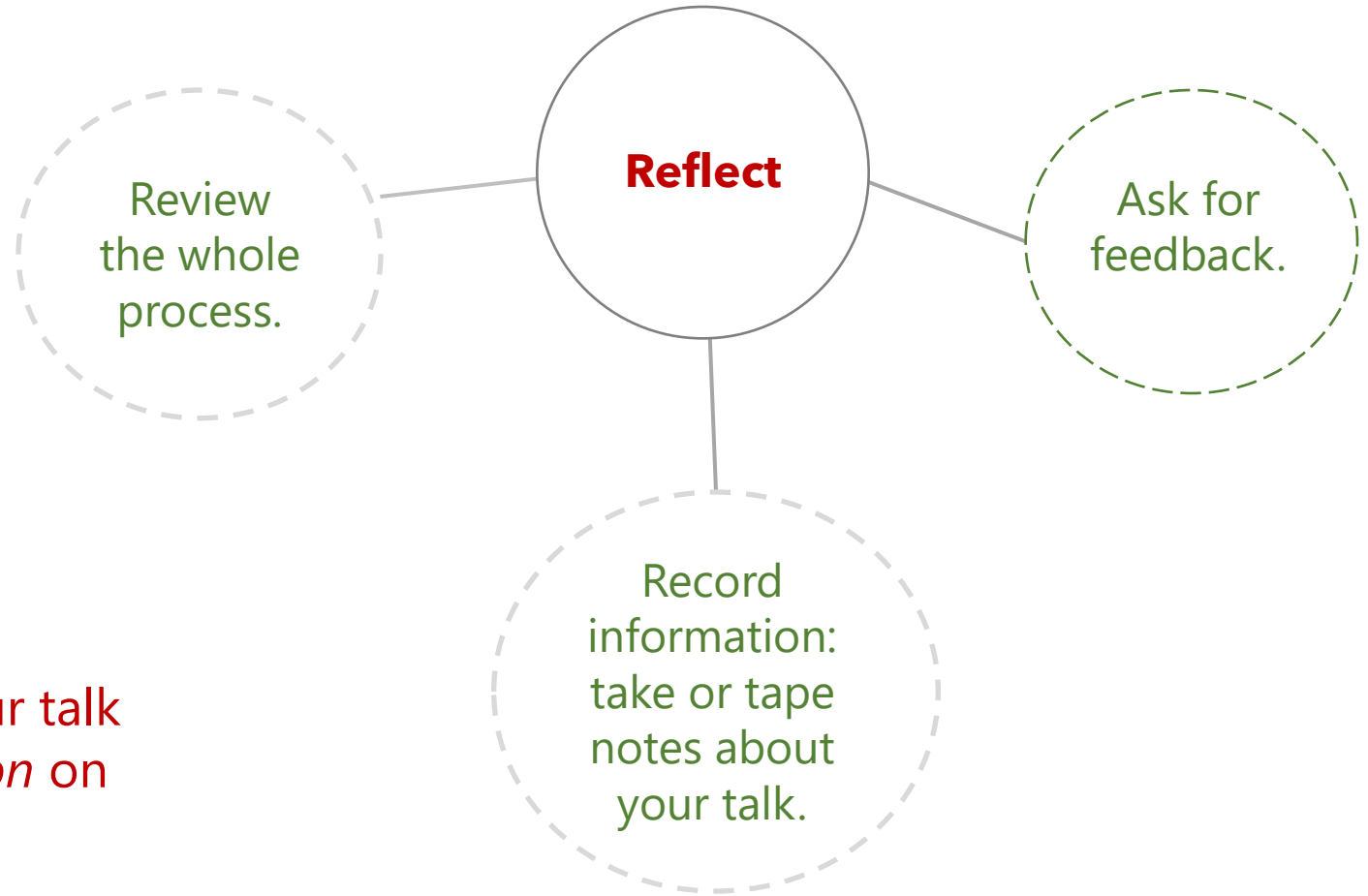
Body Language refers to “non-verbal communication”.





Tips: *after* your talk

Using a guide to “reflect” on your talk is the way to go. Check *Reflection* on the next slide.





Reflection: *notes before a talk*

What is my plan?

Topic

1. What is my topic?
 2. How am I planning to organize my talk: intro, body, end?
-

Audience

3. Who are the listeners?
 4. Do they have expectations on my talk? What are those expectations?
-

Practice

5. Am I planning to record an audio, a video or meet with somebody to go over my talk?
-

Feedback

6. After listening to an audio or watching a video of my talk, I consider to change parts of my talk. After meeting with someone, I am planning to use the feedback provided.



Reflection: *notes after a talk*

How did my presentation go?

Overall

1. Did the talk go as planned?
If so, how do I know that? What part/parts was/were good?
If not, why?
-

Specifics

2. What part do I need to improve: my...
 - a) organization, outline?
 - b) voice
 - c) body language,
 - d) other items?
-

Topic

3. Was the topic effective? How do I know that?
 4. Was the take-away welcomed?
-

Feedback

5. Did I ask for feedback from the audience?
6. Did I receive feedback from the audience?
7. If I get feedback, what are key ideas shared by the audience?



Profile of the speaker using Canadian Language Benchmarks (CLB)

Competency Skill: Sharing Information

Task: Give presentations about events, familiar topics, processes.

Details: Below are features of communication to consider for your next talk.

CLB 5	CLB 6	CLB 7	CLB 8
up to 5 minutes long	up to 7 minutes long	up to 10 minutes long	up to 20 minutes long
Uses an introduction, some development, and a conclusion	Uses an introduction, development, and a conclusion.		
Presents information that is connected, meaningful and logical.			
Shows some awareness of appropriate eye contact and body language.	Shows some awareness of appropriate eye contact, volume and rate .	Shows developing awareness of appropriate eye contact, volume and rate.	Shows awareness of appropriate eye contact, volume and rate.

References

[Increase your presentation confidence, Simon Fraser University](#)

[Provincial English](#)

[Essential Study Skills: Home, Algonquin College](#)

[5 tips to make your presentation sparkle, Canadian Digital Service](#)

[Seven Questions to Know Your Audience, University of Guelph](#)

[Present like a pro, Memorial University](#)



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