

Guidelines for Oral Presentations

As your team is working on your 15-20 minute oral presentation for Project 1 you should attend to both the form and content of your presentation. That is, your team should consider both the delivery and design of your oral report as well as the quality of your analysis. Your audience would like a quick overview of the subject (e.g., necessary background information) and may benefit from a concise statement of your findings, so a one-page handout would be useful.

Participation

Each team member should participate in the entire process of creating and delivering the oral presentation. Your drafting, revising, and delivery of the presentation should take into account that you have a limited amount of time to present, so coordinate and rehearse. The different components of the presentation should be well integrated, transitions between speakers should be smooth, and the visual and verbal elements should complement one another.

Visuals

Your visuals (e.g., sample nodes or documents) should be projected from the instructional terminal. When preparing your visuals, keep the following in mind:

1. Rather than being a script of your presentation, your visuals should illustrate its key points.
2. Rather than being confined to only one portion of the presentation, visuals should be incorporated throughout.
3. Your visuals should be both rhetorically and visually effective. In order to ensure this, you should test their layout including font face, size, color, and spacing.

Polish & Professionalism

Obviously, an oral presentation is different from reports that include only written components, so your delivery should reflect a consideration of that difference. As you rehearse your delivery, consider the following:

1. The hum of the computers and the architecture of the classroom make it difficult to be heard, so be sure to project your voice.
2. The architecture also makes it difficult for some people to be seen; thus, consider the placement of your team members throughout the presentation.
3. Speaking slowly and making eye contact are important components of an effective presentation. In order to remain attentive to your audience, refer to but do not “talk at” your visuals.
4. Your presentation should indicate what research your team has done toward assessing the costs involved in implementing your recommendations.