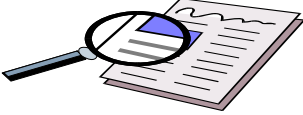





# HOW TO DEVELOP A GREAT ORAL PRESENTATION



Components	Tips on creating a visual display
<b>ORGANIZE INFORMATION</b>	<ul style="list-style-type: none"><li>• Create an outline of your presentation (making sure it has a clear beginning, middle and end)</li><li>• Add an attention-grabbing introduction</li><li>• Create an outline on 3-5 notecards (front-side only)</li><li>• Make sure information is in a logical order</li></ul>
 <b>KNOW YOUR CONTENT</b>	<ul style="list-style-type: none"><li>• Review information to make sure you understand it</li><li>• Consider questions your peers might ask</li><li>• Be able to answer questions with details and further explanation</li></ul>
<b>USE THE VISUAL DISPLAY</b>	<ul style="list-style-type: none"><li>• Refer to your visual display during your presentation</li><li>• Place the visual display close enough to you so you can point things out if needed</li><li>• Develop a display that is unique, attractive, and easy to read (from far away)</li></ul>
<b>PRACTICE YOUR PUBLIC SPEAKING SKILLS</b> 	<ul style="list-style-type: none"><li>• Practice your speech several times before the actual day you present (in front of a mirror)</li><li>• Refer to notes only when necessary</li><li>• Use the 3-step technique (tell them what you are going to say, say it, tell them what you said)</li><li>• Try not to make verbal pauses (um, well, like, uh, etc), which detract from the presentation</li><li>• Maintain eye contact through the presentation; look at everyone</li></ul>
<b>FOLLOW GUIDELINES</b>	<ul style="list-style-type: none"><li>• Review and follow all requirements</li><li>• Review your rubric frequently</li></ul>