

Oral Presentation

An oral presentation, whether it is destined for a class or for a conference, aims to get the audience's attention, to give a precise and concise overview of a topic or a study, and to generate discussions. Since an oral presentation contains essential information only, its structure must have a simple and balanced structure, and contain fluid and obvious transitions for the audience.

This resource is not exhaustive and does not replace the writing instructions given in class. In case of any doubt, consult the professor before structuring your paper as it is indicated here.

Introduction

Context: Get the audience's attention and introduce your topic.

Thesis: Present the objectives of your presentation.

Outline: Present your agenda.

Body

Present the ideas that will enable you to achieve the objectives of your presentation.

- Narrow down the topic so that you can find a unique way to address it. Vary the way in which you present information to keep the audience's attention. Tell anecdotes, use humour, show images and videos, involve the audience, etc.
- Discover the dominant ideas, theories, concepts, and debates that are presented in the literature. Try to foresee questions that the audience could ask in order to prepare complete answers.
- Organize your ideas in a clear and coherent way so that the reader can easily follow your presentation. If necessary, use visual signals or cues to clarify its progression.
- Write two different texts: detailed reading notes for you, and an uncluttered a poster or slideshow for the audience.
- Limit the number of ideas included on the poster or slideshow—it is merely a visual guide, so it should contain essential information only. Use parallel structures (like nouns, verbs, clauses or phrases) when listing information in point form.
- Correct language mistakes and, when doing the presentation, avoid empty words like: "Um . . ." and "Ok . . ."
- Practice reading the presentation out loud in order to be sure that you respect the time limit. Allow approximately 20 minutes for 10 pages (typed, double-spaced). Modify the content of the presentation rather than the speed at which you cover it.

Conclusion

Summary: Summarize the information that you have drawn from your research and show the gaps in the literature. What has already been explored? What could be gained from further exploration?

Final thought: Make a final comment that supports your research question in a memorable way and thank the audience for its attention.