Effective Oral Presentations

Workshop 3: Delivering Confidently

CDTL Learning for Success Workshop

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A. Workshop 1: Preparing a Successful Presentation
   1. Identify the topic and objectives
   2. Analyse the audience and occasion
      i. Identify audience motivations
      ii. Understand the occasion
   3. Gather ideas and organize the points
   4. Make the points memorable

B. Workshop 2: Keeping Your Audience with You
   1. Start well
   2. Phrase your ideas for your audience
   3. Link your points memorably
   4. End strong

C. Workshop 3: Delivering Confidently
   1. _______________ quality
   2. Visual _______________
   3. _________________ tips
Vocal Quality

A. Vocal Elements

1. Volume

2. Rate

3. Pitch

4. Pronunciation
   Consonants       Vowels
   epitome          nuclear           pronounce           pronunciation
   photograph       photographer      history             historical
   economy          economic           suspect (n)         suspect (v)

5. Emphasis - syllabic stress

Emphasis - word stress and pausing
Mark the pauses and words that receive the most emphasis in each sentence (punctuation has been removed).

- I have nothing to offer but blood tears toil and sweat.
- What do we mean by the word leadership.
- In my presentation today I will be discussing how your mobile phone can be used to improve your mental emotional and physical fitness.
6. Tone Groups

Try to read these paragraphs with long, connected tone groups.

- This ceremony marks the end of a long academic journey. A journey that we started three or four years ago. A journey that has taken us through a high-quality education. A journey with joys and sorrows, tears and laughter, hard work and life-long friends. A journey that has brought us here today.

- You ask, “What is our aim?”
  I can answer in one word: victory.
  Victory at all costs; victory in spite of all terror; victory, however long and hard the road may be.
  For without victory, there is no survival.

Visual Impact

1. Posture

2. Eye Contact

3. Facial Expression

4. Gestures
Valuable Tips

1. Microphone

2. Notes

3. Nervousness

4. Dress