



*Informative speech:* Transmitting the information in a factual matter.

- Less challenging
- General audience
- Creativity of the speaker

*Remember, presentation is not only the facts to deliver to the audiences but a story for the audience which can be exciting or boring depending on the speaker*



## *Points to remember in making an oral presentation*

- Content of the presentation
    - decide the objective of the talk
      - think about the main points
        - explain it
          - support it
            - conclude it
- Voice: how you say is important as what you say
- Body language: Your body movements express what your attitudes and thoughts really are
- Appearance: first impressions influence the audience's attitude to you



## *Preparation*

### Organizing the main ideas in a coherent manner

- Do you know the focus of your talk? What is the big picture?
- Do you know the main points of your talk?
- Why should the audience be interested in this topic?
- Did you explain your points with clarity?
- Are you satisfied with your conclusion slides?
- Can your speech be presented within the allotted time slot?

*Check the consistency and flow of the story by writing a draft of the presentation*



## *Making slides*

- Try to keep the slides simple
- Keep an eye on your slide design. Make sure about the adequate contrast of the BKG and TEXT
- Avoid putting too much text in the slides
- Be sure to use a spell checker before finalizing your slides
- Use animation feature within a limit to make your presentation attractive
- Repeat slides if necessary, use colors/animation to give emphasis on the key points
- A simple schematic representation of the summary of the talk is always refreshing for the audience
- Memorize the sequence of your slides
- Practice/rehearse your presentation