

# Oral Presentations

Oral presentations are a common type of assessment at university. Many courses at USQ require you to present in front of your peers as a means of improving your public speaking skills. It is important that you learn how to present effectively at university so that you can apply your skills in the workplace environment. Public speaking can be challenging, but through careful preparation and practice, you can deliver a great presentation. Below are some strategies to help plan, write and present your work clearly and effectively.

## Preparing your presentation – *Allow enough time to prepare.*



**Read your assessment instructions:** Make sure you understand what is required for your presentation. What is the time limit? What topic needs to be discussed? Check your assessment task sheet, and marking criteria.



**Deconstruct your question and do your research:** You will need to break down your assessment question and then just like written assessment do your research. You should be using quality scholarly sources to write your presentation.



**Plan and adopt a structure:** After doing some background reading work out your structure. This will help you decide how much research is needed, and how long it will take to write your presentation. See the example structure below for guidance.

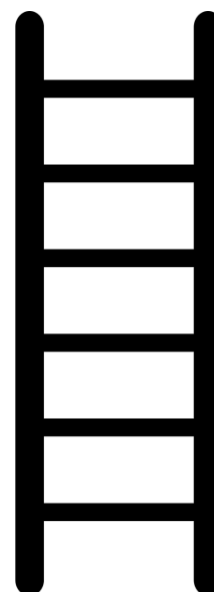


**Know your topic:** Understanding your topic will allow you to more comfortably present your material. Make sure you have enough knowledge to adequately explain your subject and answer audience questions.

## An example structure – *Follow a structure.*

A well-structured presentation will be easy for the audience to follow. Below is an outline of the main components of a presentation that you should include:

<b>Title Slide</b>	– Outlines what your topic is, who you are, and details of the course.
<b>Introduction</b>	– Informs audience of presentation aims and structure. What you will be discussing at the beginning, middle and end of the presentation.
<b>Body</b>	– The number of slides will vary depending upon your presentation length. Try to focus on three to five main points across these slides.
<b>Conclusion</b>	– Summarises your main points. Reiterates the overall message you want your audience to remember.
<b>References</b>	– Include a slide with your list of references. This will demonstrate your work and acknowledge the authors that you have used.
<b>N.B.</b>	– A good rule for short presentations is one slide for one minute. This avoids text heavy slides.



## Five presentation tips – *The final steps.*

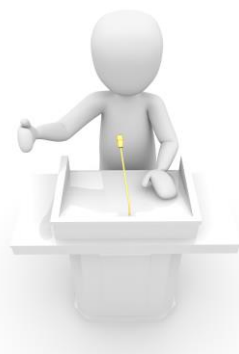
**1) Plan your opening:** Great openings can capture the attention of your audience. You could state your problem, or a compelling fact, e.g. *the world is facing a global extinction crisis caused by human activity...*

**2) Include prompts:** Prompts are a great way of ensuring you remember key information. These can be simple notes that highlight key topics to discuss to help you remember what to talk about.

**3) Practice before you present:** Practice to make sure your presentation has good flow, fits the time limit, and covers all the information. The more you practice, the more confident you will likely be. Perhaps, practice in front of your friends or family, even a mirror.

**4) Use quality visual aids:** Less is more, a few good quality visuals can really help you convey your message. Clicking quickly through too many slides can be distracting, and disrupt your flow.

**5) Consult Study Support resources:** Take advantage of the guides provided by Study Support, USQ Library. There are useful tips on how to present effectively on the Library website:  
<https://www.usq.edu.au/library/study-support/assignments/assignment-structure-and-writing>.



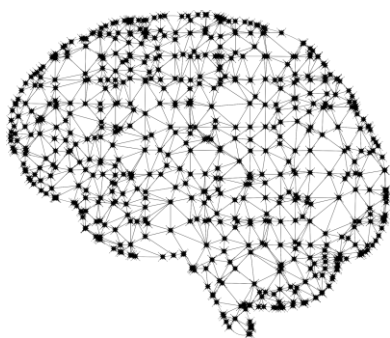
## Presenting your work – *How to give a great presentation.*

**Talk to your audience:** Be aware of your audience and the level of knowledge they may have. Consider whether they are experts, other professionals, your peers, or members of the public. Talk to their level of knowledge, and be prepared for the questions they may ask.

**Follow your structure:** You devised a structure so stick to it. Varying it may disorient you or your audience. Following your structure will ensure the presentation flows logically, and you cover all the necessary material.

**Communicate clearly and concisely:** Keep your presentation focused on the key points you want to cover. Don't include excessive detail, tangential information or irrelevant material. Make sure you use an appropriate tone, pace and have eye contact with your audience.

## Reflecting on your experience – *Learn from your experience.*



**Use your feedback:** Your marker will likely give you feedback. Read these comments and try to use them to improve.

**Consider recording your presentation:** Recording your presentation is a useful way of critically reflecting on your delivery. You can use it as a coaching tool to highlight what you could improve in the future.

## Need more help?

Study Support, USQ Library can help you to develop your academic learning language and maths skills for success at university. Consultations are available face-to-face, via video chat, by phone or email.

Web: [www.usq.edu.au/library/study-support](http://www.usq.edu.au/library/study-support)

Email: [library@usq.edu.au](mailto:library@usq.edu.au)