

# Ingredients to an Effective Oral Presentation

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# Overarching Ideas

- Presentation is about getting your ideas across
- Why (give the talk), what (it is about), and who (the audience is)
- Start off easy, gradually ease into more difficult concepts
- Use lots of examples to make the point
- Use handouts when appropriate
- Use notes for yourself when appropriate
- Make your audience comfortable - and that will make yourself more comfortable
- Emphasis – rephrase, rephrase, rephrase. Your audience will only remember three things

# Visual Aids

- Less is more. Do not crowd a page with words
- Pictures are worth a thousand words
- Videos tend to grab audience's attention. But don't overdo it.
- Use real objects, i.e., props, when appropriate

# PowerPoint Pointers

- Make sure the font size is large enough to see
- Background color should not overpower the content
- Flow is easy to follow, watch for the contrast
- Spell check! Spell check! Spell check!

# Plan Ahead

- Know your audience – level of difficulties
- Know the duration of the talk (e.g., 10-min, 20-min, 30-min, or 50-min talk) and plan accordingly
- Rehearse a few times to make sure the content flows to your likings
- Rehearse with someone who is not familiar with the materials to obtain an objective point of view

# Practice

- Practice and time your talk. Know where to skip if time is running short
- Improve the flow of your talk by repeatedly practicing
- Practice will make you less nervous since you know the materials better
- Do not read from notes

# What to Include in Your Slides

- Personal Information
- Acknowledgement and credit (either in the beginning or at the end)
- Overview
- Introduction
- Background (can be part of the Introduction)
- Body (includes problem statement, methods, and results)
- Conclusion
- References

# Body Language

- Make eye contact with the audience
- Take a deep breath when the nerve gets you
- Allow room to move around
- Watch for audience's reaction
- Do not put hands in your pockets
- Do not speak too loud or too quiet
- Smile and use humor
- Try not to use “hum” too much
- The power of pause - slow down
- Gestures – don't overdo it
- Finally, dress nicely. This makes you feel more confident