Effective Oral Presentations

Workshop 1: Preparing a Successful Presentation

CDTL Learning for Success Workshop

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Outline:

Introduction
   a. Characteristics of an effective presentation
   b. Presentation styles
   c. Presentation components

Preparation Process
   a. Identify the topic and objectives
   b. Analyse the audience
      o Identify audience motivation
      o Understand the occasion
   c. Gather information and organise points
      o Organisational formats
         ▪ Chronological format
         ▪ Cause and effect format
         ▪ Pros and cons format
         ▪ Position, options, proposal (POP) format
         ▪ Problem, Solution, Action (PSA) format
         ▪ Goals, Obstacles, Outcomes (GOO) format
         ▪ Spatial format
         ▪ Logical format
   d. Make points memorably
      o Memory devices
         ▪ Acrostic
         ▪ Alliteration
         ▪ Repetition
         ▪ Rhetorical questions