

**Name:**

**Date:**

**Planning an Oral Presentation**

**Planning:**

**Who is my audience?**

**What's my purpose in giving this presentation?**

**Designing:**

**Is my information clear and logically organized?**

**Have I supported my ideas with sound reasons?**

**What props could I use to make my presentation more interesting?**

**Would posters, models, diagrams, exhibits enhance my presentation?**

**Do my note cards contain relevant points only?**

**Are my note cards clearly written/typed in a large font?**

**Presenting:**

- ✓ **DON'T READ my note cards.**
- ✓ **Keep my head up and look at my audience**
- ✓ **Use gestures to emphasize what I'm saying**
- ✓ **Try to vary my voice – volume and pace.**
- ✓ **Speak loudly enough for the people at the back to hear clearly.**
- ✓ **Make sure I refer to my exhibits at the appropriate time.**

**Outline for:** \_\_\_\_\_

**Introduction:** \_\_\_\_\_

**Point 1:** \_\_\_\_\_

**Point 2:** \_\_\_\_\_

**Point 3:** \_\_\_\_\_

**Conclusion:** \_\_\_\_\_

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