# Oral presentation video script

Some students are surprised when they arrive at university and learn that many assessments are not *written* but *spoken*. As a student, you may participate in speaking activities such as presentations, interviews and roleplays. This video will focus on presentations.

Your university units may include many different types of presentations. Some examples are:
- talks
- debates
- business pitches
- design critiques
- three-minute thesis presentations, and
- academic poster presentations.

This video will give you a **brief introduction** to presentations.

So, why do you think presentations are so common at university? What value do they add to your education? One aim of university study is to become a skillful and employable graduate. In 2015, 638 employers from around Australia were surveyed about what they look for when employing graduates.

Pause here and read this list. What do you think was the most popular choice?

Let's take a look at the results of the survey on this table. As you can see, interpersonal and communication skills were clearly the attribute most employers value. So, for this reason, your courses use tasks like group work and presentations to help you become a skilled and confident communicator.

Now, good quality presentations take careful preparation. When you start to prepare your presentation, read the instructions carefully. Presentations take many different forms. So, you need to check whether your presentation is:
- individual or group
- online or face-to-face
- recorded or live.

You also need to check
- how long the presentation should be
- whether it includes question time at the end
- who the audience is going to be – for example, is it a straight academic talk for your peers or are you being asked to imagine your presentation is for someone else... a group of stakeholders, perhaps?
- And finally, you need to check the exact topic of the presentation. What content do you need to include?

You can do this by identifying task words, topic words and focus words in the instructions. If you need to revise this, you can learn more in the Essays page – Preparing for the essay.

Turning now to organisation...
Once you have done your research and you are confident about your content, you need to consider the structure of your presentation.

Like your written assignments, your presentations are going to have a three-part structure. You will have an introduction, body and conclusion. In a nutshell, you are going to:

- Tell the audience what you are going to tell them.
- Tell them.
- Tell them what you told them.

Okay, it's not really that simple, so let's look at this in more detail.

First, we'll look at introductions. When you deliver your introduction, you may:

- greet the audience and introduce yourself
- introduce the topic
- give the aim
- give an outline of your presentation

You might also include things like:

- your scope, or specific points on which you will focus in a broad topic
- when the audience can ask questions
- a hook to engage the audience

What is a hook? A hook is something you use to catch the audience's attention. You may show an intriguing visual, offer an interesting fact, or mention a perplexing problem. It should be brief, and it should make people want to hear more. Ultimately, by the end of your introduction, your audience should be attentive, know exactly what your talk is going to cover, and be keen to hear what you have to say.

Let's consider the body of your presentation. Just as your written assignments use paragraphs that present ideas in a logical order, so should your presentation be divided into logical sections. You need to signal very carefully to your audience when you are moving from one idea to the next and where you are in your talk. You can do this in two ways:

First, you could design your slides to display the topic and sub-topics you are covering. If you use templates, you can very easily create an agenda slide and dividers to help your audience keep track.

Second, you will use signpost language – or language that signals transitions and links between ideas...

- For instance, you may **list** ideas with language like *first, second, finally*
- You may **compare and contrast** ideas with language like *on one hand...on the other hand...*
- And you may signal t**ransitions** between ideas with language like...
  *Turning now to the second point...*
  *The next part of the presentation focuses on...*
  *Now that we've covered X, we will look at Y.*

Another important point about the body of your presentation is that you need to keep your audience interested. Your voice and your body language will help you.

- Practise delivering your talk so that you are comfortable and confident
- Use your voice well. Use pitch and intonation to convey your interest in your subject
- Don't read your slides or your notes. Look up at your audience and make eye contact. If you are online, look at the camera.
- Use hooks, like posing a question to the audience, during the presentation
- Slow down: it's not a race!

Finally, you will bring your presentation to a close with a strong conclusion. Conclusions usually include a summary; however, keep this very brief. DON'T just repeat your whole presentation in a brief way. You need to remind your audience of the main message. Think of it as the takeaway message. What do you MOST want your audience to remember? Make sure your final words are strong... don't just fade away with something like *that's it... finished...thanks...* You could make a lasting impression with another hook, like addressing the audience directly to show why your work matters to them.

This video provided a **brief introduction** to presentations. The materials on this page will look at these ideas in more detail. They will also help you develop skills in using visuals, using your voice, planning poster presentations, and recording your presentations.

And don't forget to speak to a Language and Learning Advisor if you need more help.

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