# Organizing Oral Presentations

## INTRODUCTION

**Tasks to Accomplish**
- Get audience’s attention
- Introduce topic and purpose
- Relate topic to self
- Relate topic to audience
- Preview main points

**Helpful Tips**
- Keep it short (1 to 1½ minutes)
- Craft intro last
- Look for opener as you research
- Try out different openers on a peer
- Rehearse over and over and over

## BODY

**Organizational Patterns**
- Chronological
- Spatial
- Topical
- Problem-Solution
- Cause-Effect
- Pro-Con

**Helpful Tips**
- Limit main points to 2 to 4
- Balance main points:
  --time
  --development
- Clearly divide points:
  --transitions
  --signposting

## CONCLUSION

**Tasks to Accomplish**
- Signal approach of end of presentation
- Review the main points
- Provide closure, lasting thought

**Helpful Tips**
- Look for closings as you research
- Try out multiple closings on peer
- Consider circular pattern
- Keep it short (1 minute or less)
- Rehearse over and over and over