

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

