

Oral Presentation and Discussion Techniques

When writing a presentation:

- Know your audience
- Take extra care with the beginning and ending
- Use humor, if appropriate
- Be specific and avoid generalities

When preparing to give a presentation:

- Edit while you practice
- Practice Often
- Time yourself
- Record yourself
- Speak extemporaneously
- Make sure you have everything you need

During the presentation:

- Normalize your anxiety; check nervous habits
- Pay attention to audience cues
- Pauses are okay
- Make eye contact
- Speak loudly and clearly (low and slow)
- Use visual aides
- Maintain your time limit

In anticipation of class discussion:

- Take notes on the important points, then review them
- Think about the subject matter before class
- Think all around the points raised in class or in the reading material
- Identify points of contention, questions, and feedback for future reference
- Identify potential discussion topics and anticipate your responses

During class discussion:

- Pay attention to your individual learning needs
- Recall related points from your reading and experience
- Think critically of the conclusions and views that are expressed
- Listen carefully and respond thoughtfully
- Ask questions to clarify and/or guide further discussion
- Pick out the essential ideas and link them to your previous thinking in the subject
- Be specific and avoid generalities
- Address comments to specific people or points in the text
- Speak loudly and clearly

Adapted from notes in How to Study by Arthur Kornhauser and revised by Diane Enerson ©1993 Chicago: University of Chicago Press.

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