



**To:** All students who have taken Research Course

**From:** Dr. Getachew Alemu, Dean and Administrator

**Subject:** Tips

Here are few tips on delivering oral presentations (OP) and dressing code (DC) during the presentations. We hope you will take them seriously and make them part of your lives.

Thus, I strongly would like to advise you to consider learning the oral presentation skills during any classroom presentations for certain courses and the final senior essay defenses. Equally important is your dressing style.

# 1. Oral Presentation

- Oral presentations are one of the most common skills that university students need to learn
- Oral presentation involves three important steps: ***planning, practicing, and presenting***

## 1. Planning

- Oral presentation requires a good deal of planning.
- Scholars estimate that approximately 50% of all mistakes in an oral presentation actually occurs in the planning stage

- When planning your OP, make sure you address the following issues:

### **1.1. Audience:**

- ✓ Focus your presentation on the audience. Your presentation should not be how much you can say but about how much your audience can understand.
- ✓ Organize your information into three to five points (categories). Your audience can easily remember a maximum of three to five main points.
- ✓ Build repetition. Build repetition through summaries, transitions, analogies, and stories

### **1.2. Introduction**

- ✓ Introduce your yourself if needed
- ✓ Create an effective opening that will interest your audience: pose a question, give an amazing fact, or tell a short interesting story
- ✓ Reveal your topic to the audience and explain why it is important for them
- ✓ Give a brief outline of the major points you will cover in your presentation

### **1.3. Main Body**

- ✓ Explain your points
- ✓ Give clear explanations
- ✓ Provide sufficient evidence to convince
- ✓ Use transitions between sections of your presentation (introduction, body, and conclusion)
- ✓ Some examples of transitions are: to start with, the next point is, similarly, however, the final point I ...

### **1.4. Conclusion**

- ✓ Signal your conclusion with a transition (e.g. I have now come to the end of my presentation, with that we come to the end of ...)
- ✓ Summarize your points
- ✓ Refer to future action if necessary
- ✓ End with **“Thank You”**
- ✓ If answering questions, tell your audience **“ I will be happy to answer any questions”**
- ✓ Do not underestimate the challenge of running a successful question and answer section.
- ✓ coThey are unpredictable by nature
- ✓ Acknowledge questions (e.g. Good question)
- ✓ Answer the question as clearly as possible
- ✓ Be confident when reacting to questions
- ✓ Do not worry about the correctness of your answers
- ✓ Speak what you know
- ✓ It is up to the audience to refer to other sources

## 2. Practicing

- Practicing your presentation is essential
- It is at this stage that you figure out word and phrase emphasis and the timing of your sections and overall presentation
- Record your presentation and review it in order to know how you sound and appear to your audience. You may notice that you are pausing strangely, speaking too fast, or using distracting gestures
- Consider using different colored highlighters to remind yourself when to pause, when to emphasize a particular point etc
- Practice in front of peers and elicit feedback. Ask your peers to comment on your delivery and content.
- Remember that the more you practice, the more comfortable you will become with the material.

- The more you are comfortable, the better your presentation will be.

### **3. Presenting**

- When presenting, it is your job to make your audience feel comfortable and engaged.
- Maintain eye contact
- Only look at your notes or slides at a glance
- Remember this an OP. You should not heavily rely on reading your material. You are expected to do more speaking than reading.
- Be aware of your body gesture
- Be enthusiastic about your topic
- Smile. Your presentation should not be dry. Crack jokes in the middle if you can. Try to give examples from real life practices.
- Slow down your speech. We naturally talk faster when we are nervous.
- Increase the volume of your voice so that people at the back can hear you
- Avoid fillers such as '**aha**', '**uh**', '**I mean**', '**okay**', '**um**', '**like**' etc.
- Act as natural and relaxed as possible
- Dress appropriately

### **Remember**

- ✓ Get to the presentation place early
- ✓ Don't start speaking until you are ready
- ✓ Don't turn your back to your audience
- ✓ Be careful with humor
- ✓ Explain charts or graphs before giving points
- ✓ Pause before advancing to the next main point
- ✓ Time your presentation

### **Structure of a 15 - Minute Oral Scientific Presentation**

- Title
- Background (very brief)
- Methods
- Results
- Discussion
- Question and answer time

### **Effective Text Slides**

- Order of slides should match with order of scripts
- Write key words only, not complete sentences
- 8-10 lines maximum
- Bulleted texts are better than numbered items in most cases
- Parallel structure (all verbs, all nouns, etc)
- Avoid too many colors
- Avoid all full caps (they are hard on the eyes)
- No copyrighted materials without permission
- No photos of identifiable persons unless released
- No photos of your own or your family
- Remember photos and clip art should serve the purpose

## **2. Role of Dressing in OP**

**Dressing plays an essential role in oral presentation.**

- It is the way you dress which speaks volumes about your personality and confidence.

- You may be an excellent speaker or you may have excellent content, but if you are shabbily dressed, no one would like to listen to you. Even if they listen to you, they would forget your speech the moment you leave the place.

### **Dress smartly.**

- Casual dressing is a strict no no in oral presentation.
- Do not wear something which will make you feel uncomfortable.
- Some people do wear tattered jeans and T-shirts for presentations
- Such dressing works only when you are addressing a group of friends or probably your relatives or anyone you do not share formal relationship
- So, wearing the right cloths makes you confident and you generally feel good from inside
- Dressing casually means that you generally are not serious
- In such a case, your audience would attend your presentation just for the sake of attending. They don't listen to you.

### **Dressing correctly helps you create the first impression among your audience**

- Remember, as the say goes, "First impression is the last impression"
- So, it definitely matters a lot
- Dressing for your oral presentation definitely gives you an edge over others
- Do not over dress
- Females need not look like a make - up box while addressing their audience
- In fact, you shouldn't look like a bride or a film actor or actress.
- The overall idea is that you need to look neat, tidy and presentable.
- Do not wear revealing cloths for presentations

- Men should avoid wearing gaudy shirts or ill fitted trousers for presentations.
- Do not forget that dressing sensibly plays an essential role in earning respect for you
- Dressing plays an important role during presentations as it certainly reflects your seriousness towards your research and even your life in general as well as your upbringing.
- Make sure that your shoes are polished and your hair neatly combed because this is also an important aspect of right dressing

# Thank you