

# Facoltà di Studi Umanistici



## ORAL PRESENTATIONS

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# Outline

- Giving a presentation
- The 5 canons of rhetoric
- Preparing a presentation
- Organizing the content
- Knowing and using the equipment
- **Introduction:** capture listeners' attention, welcome the audience, introduce yourself, state your purpose
- Listening activity
- Group practice: useful phraseology

# Giving a presentation (1)

Put these steps in the right order

- 1) **Delivery:** effectively using voice, gestures, texts and images
- 2) **Arrangement:** selecting, assembling, arranging the ideas
- 3) **Memory:** practising and rehearsing, speaking extemporaneously
- 4) **Style:** finding the right vocabulary, presenting the argument eloquently
- 5) **Invention:** coming up with the ideas

## PRINCIPLES OF CLASSICAL RHETORIC

- 5 canons of persuasion:**
- **Invention**
  - **Arrangement**
  - **Style**
  - **Memory**
  - **Delivery**



So  
WHAT?

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# Giving a presentation (2)

- Preparing, researching materials
- Organising the content
- Structuring the ppt presentation
- Knowing and using the equipment (ppt, OHP)
- Delivering the presentation
- Creating interest in the audience
- Using visual aids / body language / gestures
- Dealing with nervousness
- Answering difficult questions
- ...



“There are two types of speakers: Those that are nervous and those that are liars”  
(Mark Twain)



Zig Ziglar, Motivational Speaker,  
people's personal, family and professional success



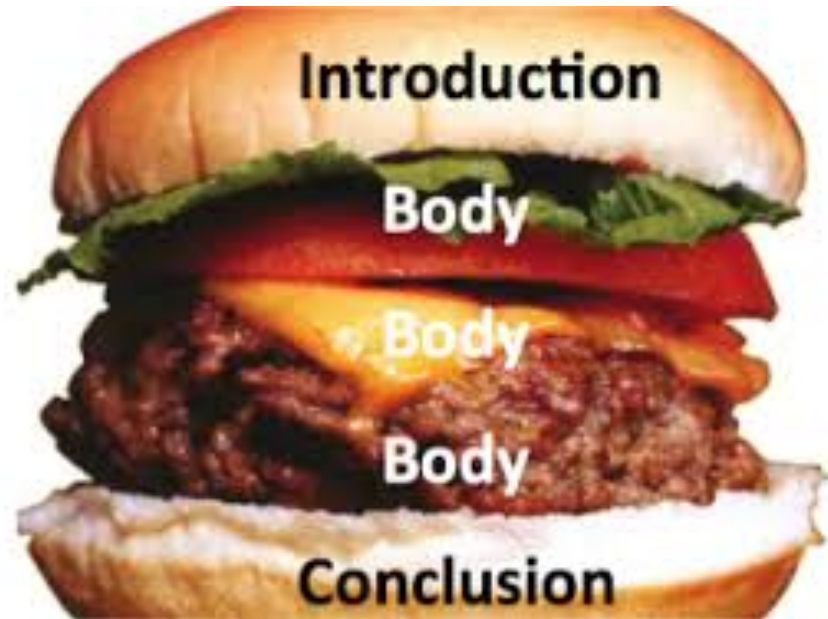
# Preparing a presentation (gap filling)

- Think about what you want to (1) (inform, inspire, convince the audience).
- Think about your audience (background knowledge, interests).
- Brainstorm and (2) your topic.
- (3) a rough outline.
- (4) your material.
- Plan and (5) visual aids.
- (6) your presentation.

- a) prepare
- b) research
- c) organise
- d) achieve
- e) rehearse
- f) write

# Organising the content

- An introduction
- The main body
- The conclusion



the hamburger method

# Structure

- 1. Say what you're going to say;**
- 2. Say it;**
- 3. Say what you've just said.**



I. Introduction

II. Body of Speech

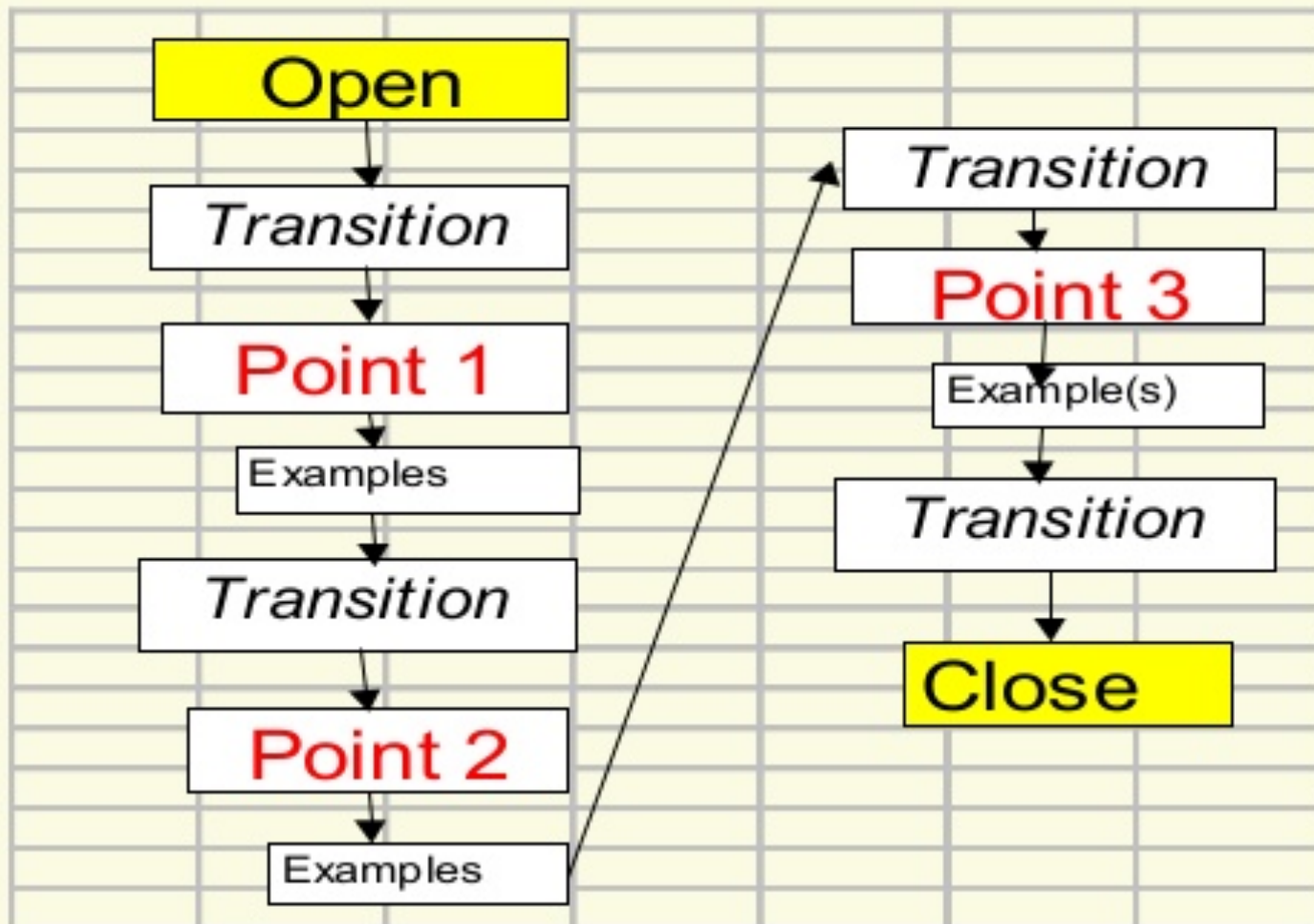
A. Body Point 1

B. Body Point 2

C. Body Point 3

III. Conclusion

# Outlining Your Presentation

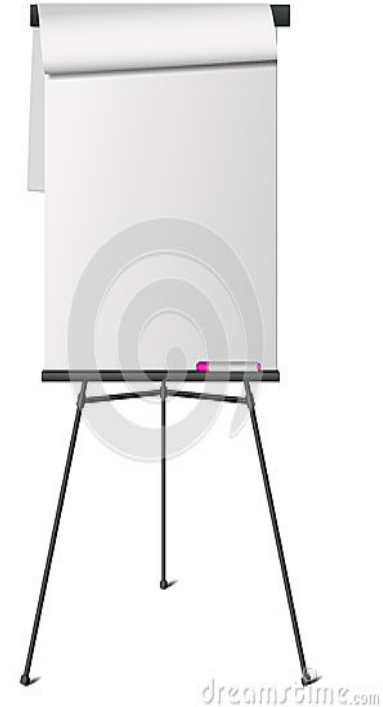


# Knowing and using the equipment (1)



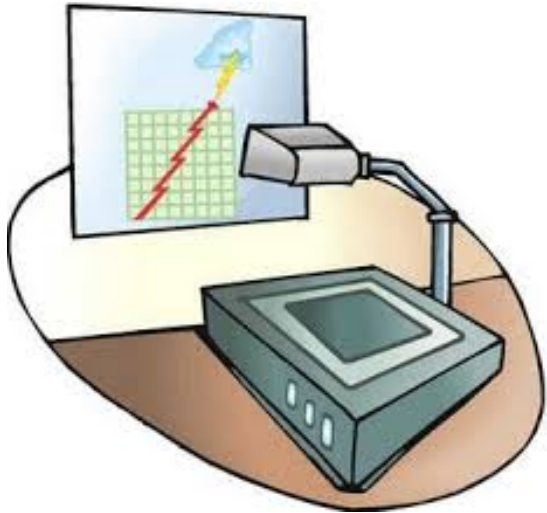
a) and b)

- 1) mike
- 2) flipchart
- 3) lectern
- 4) podium
- 5) microphone
- 6) whiteboard
- 7) stand

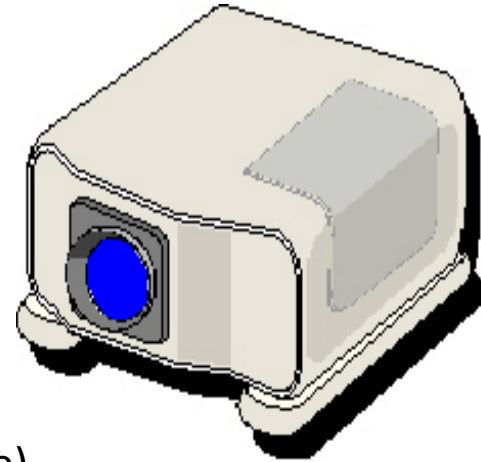


c)

# Knowing and using the equipment (2)



d)



e)

- 1) whiteboard
- 2) 35mm slide projector
- 3) projector
- 4) overhead projector
- 5) OHP
- 6) overhead transparencies (OHTs or OHPTs)

# Knowing and using the equipment (3)

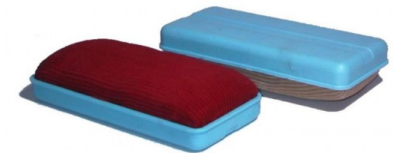


f)



g)

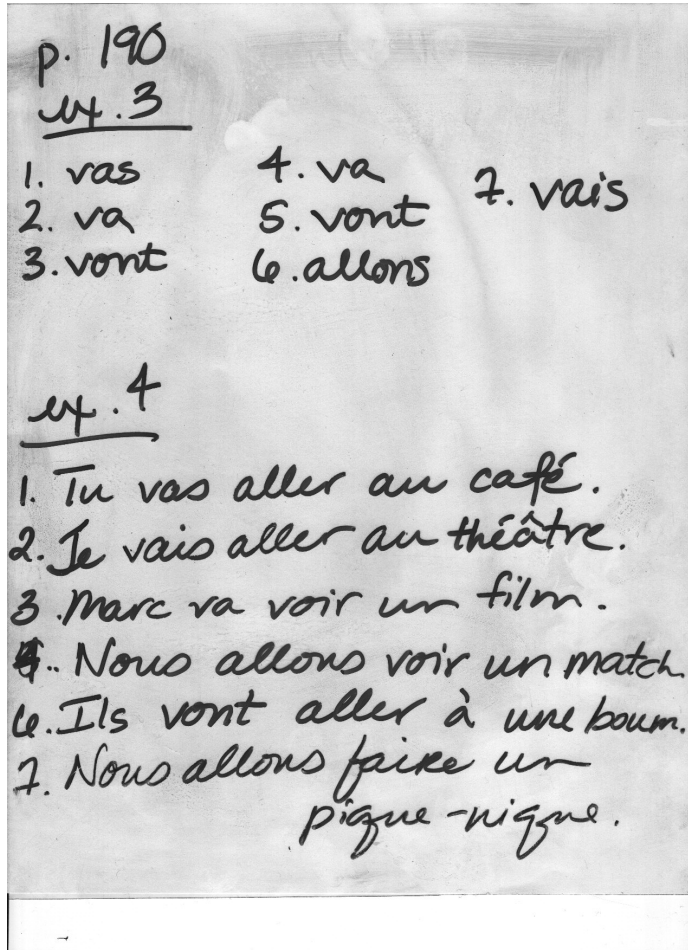
- 1) indelible markers
- 2) blackboard
- 3) whiteboard
- 4) permanent markers
- 5) delible markers
- 6) eraser
- 7) duster



h)



# Knowing and using the equipment (4)



i)



j)

- 1) OHP
- 2) indelible marker
- 3) transparency
- 4) marker
- 5) permanent marker
- 6) handout

# Knowing and using the equipment (5)



k)



l)



m)

- 1) laser pointer
- 2) stick
- 3) presentation screen
- 4) screen
- 5) tripod portable projection screen
- 6) pointer stick
- 7) electric projection screen

# Introduction

- 1) **Capture your listeners' attention** (a question, a funny story, a comment, a humorous anecdote, unusual or interesting facts and statistics about the topic)
- 2) **Welcome the audience**
- 3) **Introduce yourself** and state your position
- 4) **State your purpose:** say what your presentation will be about (aims and objectives)
- 5) **Present an outline of your talk**

# Effective openings (1)

- The first three minutes of a presentation are the most important.
- **Hooks** are simple techniques for getting the immediate attention of the audience.
- How to **hook** the audience:
  - 1) give them a problem to think about
  - 2) give them some amazing facts
  - 3) give them a story or personal anecdote



# Effective openings (2)

- *Did you know that...?*
- *Suppose...*
- *According to the latest study...*
- *Statistics show that...*
- *Have you ever wondered why it is that...?*
- *I read somewhere the other day that...*
- *How many people here this morning...?*
- *Well, imagine... / I remember when...*
- *Have you ever been in the situation where...?*
- *If I could show you that ... would you be interested?*

# Getting people's attention

- *If I could have everybody's attention.*
- *If we can start.*
- *Perhaps we should begin?*
- *Let's get started.*
- *I've invited you here today to have a look at my findings.*
- *Now let me begin by...*



# Welcoming the audience

- *First of all, let me thank you all for coming here today.*
- *Good morning, ladies and gentlemen.*
- *I am happy / delighted that so many of you could make it today.*
- *I hope you all had a pleasant journey here today.*
- *It's a pleasure to welcome you today.*
- *It's good to see you all here.*
- *Ladies and gentlemen, thank you very much for coming along here today.*
- *On behalf of the company, I'd like to welcome you.*
- *Thank you all very much for coming today.*
- *Welcome everyone / to this conference*

# Introducing yourself and giving your position / function

- *My name is ... I'm responsible for... I'm in charge of...*
- *For those of you who don't know me, my name is...*
- *As you know, I'm in charge of public relations in this company.*
- *Let me introduce myself, I'm ... / my name is ... and I work / study...*
- *Let me just start by introducing myself.*
- *As some of you know, I am the...*
- *I'm here in my function as the head of...*
- *I'd like to introduce my colleague...*



# Introducing your presentation / topic and stating your purpose (1)

- *I would like to take this opportunity to talk to you about...*
- *I'll be proposing...*
- *I'll outline...*
- *I'm delighted to be here today to tell you about...*
- *I'm going to talk about...*
- *In today's presentation I'd like to ... show you.../ explain to you how to...*
- *In today's presentation I'm hoping to ... give you an update on / give you an overview of...*
- *In today's presentation I'm planning to... look at... / explain ...*

# Introducing your presentation / topic and stating your purpose (2)

- *My objective / aim / purpose / goal is to ... determine how...*
- *The purpose of my presentation today is to...*
- *This evening, I'd like to report on my study about...*
- *This morning I want to explain / I'd like to present our new...*
- *Today I am here to talk to you about...*
- *What I want to do this morning is tell you about.../ to show you...*
- *What I'd like to do this morning is present the results of my study...*

# ORAL PRESENTATIONS

## TASK 1 A

### INTRODUCING YOURSELF

You will have 5 minutes to prepare a short 2-minute presentation:

“Introducing myself.  
What is my role in the company/in the faculty?”

Be attentive and supportive while listening. You are free to ask questions and provide feedback after listening to each presentation.

# ORAL PRESENTATIONS

## TASK 1

In groups of 4 you are going to give a presentation to the other members of your group. Imagine you are speaking to new students of the Faculty.  
You will have 5 minutes to prepare a short 2-minute presentation:

**“An introduction to the organisational structure of the Faculty”**

Be attentive and supportive while listening. You are free to ask questions and provide feedback after listening to each presentation.

# Listening activity

## Some “stating-your-purpose” verbs

deal with	underline
stress	focus on
explain	determine
talk (about)	give (an overview of)
take (a look at)	fill (you in on)
report (on)	put (into perspective)
tell (about)	discuss (in detail, in depth)
make (a few observations)	highlight
outline	present
show	bring you up-to-date
talk you through	make recommendations regarding

# Checklist

	yes	no
Did you explain to the audience •who you are? •why you are speaking?		
Did you introduce your topic?		
Did you include a statement of purpose?		
Did you involve the audience?		
Did your opening remarks include: •a participatory activity? •a question to the audience? •surprising / unusual facts / statistics •a funny story, a humorous anecdote		



That's all for today...see u in next class !!!

**THANK YOU**