

Giving an oral presentation can be scary, but we're here to help you. Watch two students giving presentations in the video on our website and then read the tips below. Which tips do they follow? Which ones don't they follow?



Here are our top tips for oral presentations.

Do:

- Use the planning time to prepare what you're going to say.
- If you are allowed to have a note card, write short notes in point form.
- Use more formal language.
- Use short, simple sentences to express your ideas clearly.
- Pause from time to time and don't speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.
- Speak clearly and at the right volume.
- Have your notes ready in case you forget anything.
- Practise your presentation. If possible record yourself and listen to your presentation. If you can't record yourself, ask a friend to listen to you. Does your friend understand you?
- Make your opinions very clear. Use expressions to give your opinion.
- Look at the people who are listening to you.

Don't:

- Write out the whole presentation and learn every word by heart.
- Write out the whole presentation and read it aloud.
- Use very informal language.
- Only look at your note card. It's important to look up at your listeners when you are speaking.

Useful language for presentations

Explain what your presentation is about at the beginning:

I'm going to talk about ...

I'd like to talk about ...

The main focus of this presentation is ...

Use these expressions to order your ideas:

First of all, ...

Firstly, ...

Then, ...

Secondly, ...

Next, ...

Finally, ...

Lastly, ...

To sum up, ...

In conclusion, ...

Use these expressions to add more ideas from the same point of view:

In addition, ...

What's more, ...

Also, ...

Added to this, ...

To introduce the opposite point of view you can use these words and expressions:

However, ...

On the other hand, ...

Then again, ...

Example presentation topics

- Violent computer games should be banned.
- The sale of cigarettes should be made illegal.
- Homework should be limited to just two nights a week.
- Should school students be required to wear a school uniform?
- How to become the most popular teen in school.
- Dogs should be banned from cities.