



**A.ELHAFIDH UNIVERSITY CENTER**

**SCIENCES & TECHNOLOGY INSTITUTE**



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# METHODOLOGY OF PRESENTATION

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**SECOND CHAPTER**



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## CHAPTER II: PERFORMING AN ORAL PRESENTATION

### II.1. INTRODUCTION:

In the student's university life, the day will surely come when he has to make an oral presentation to a group of people at least once (the thesis of the end of study). Preparation for the presentation is the key to the student's success, so it is necessary to define and formulate its objectives, which are often as follows:

1. Public information.
2. Pay attention.
3. Convince.
4. Impact (make it give a reaction).

### II.2. THE ORAL PRESENTATION STRUCTURE:

#### II.2.1. THE PLAN:

The choice of a blueprint or action plan should be based on several important points:

1. The purpose of the research work.
2. Subject to be raised.
3. The kind of audience.
4. And the student's tendency to be comfortable with his show.

##### II.2.1.1. DEFINITION:

The plan is a necessary and inevitable step in the search from the first (during the bibliographic research) to the last (presentation), and is always composed of the introduction, presentation, conclusion and purpose of the arrangement and organization. In the case of a planned oral presentation, the public would be helped to understand the presentation and follow up on the speaker, so the speaker should give importance to this step and carefully choose the type of plan so that he/she could be appointed to the presentation.

##### II.2.1.2. TYPES OF PLANS:

###### a. Chronologic plan:

It is a plan that enables a phenomenon to be pursued as it evolves with time (in the past, in the present, and in the future) and has two types:

✚ **Progressive:** ancient, day, and tomorrow

✚ **Regressive:** Today, the recent past, and then the distant past.

**B. Comparison plan:**

It's a plan based on comparison and opposition.

- ✚ Positive and negative.
- ✚ Current and previous status.
- ✚ The validity of hypothesis and error.

In this kind of scheme, it is necessary to conclude by giving an opinion on the subject and by highlighting your point of view with arguments and proof.

**C. From general to particular:**

It can evolve in both directions:

\*A general problem, a special problem, or an analysis of a concrete example.

\*A typical example of a special study is the dissemination of the study.

**D. The plan by categories:**

This plan depends on focusing on different aspects of the problem and not on the pros and cons as in the comparison plan, but on all the information about the idea.

**II.2.2. PRESENTATION COMPONENTS:**

For the presentation to be good and organized, it must contain an introduction, body, and conclusion. Arguments should be presented in an organized and logical manner to be understandable and not boring to the audience; therefore, the plan should consist of an introduction, body, and conclusion.

**II.2.2.1. INTRODUCTION:**

Although the introduction is the first part of the presentation, it is written after the presentation and conclusion because the first minutes of the presentation are very important; therefore, it should be written in a concise manner, not exceeding 10% of the time (in a few lines). The purpose of the introduction is to attract the audience's attention, especially the professors committee, and arouse their curiosity about what you will present by:

1. A general definition of the topic and its nature.
2. Stating the problem.
3. Announcing the plan followed in the presentation.
4. Attracting the audience's attention from the first minutes using an image, question, or quotation...

**II.2.2.2. BODY:**

It is the first thing written in the report or presentation, where the main and secondary ideas are clearly presented in a simple and comprehensive manner with all aspects of the research, highlighting the arguments, evidence, as well as references and quotations that support the student's point of view. Great attention must be given to the coherence of ideas and the transition from one idea to another by:

1. Prepare a plan that helps sequence ideas in a way that helps the student strengthen their argument.
2. Combine secondary ideas with important primary ideas and present each main idea in a chapter consisting of an introduction, presentation, and conclusion.
3. Linking ideas or chapters is done in a brief presentation summarizing what was said in the previous chapter and its relevance to the chapter you are about to present.

### II.2.2.3. CONCLUSION:

It is the shortest part of the presentation but very important as it is a comprehensive summary of the most important ideas presented in the previous sections to allow the listener to make up for missed points or ideas not well understood or even unheard of. It is better to use phrases like "I conclude by", "in conclusion...", "to finish...", or "finally..." to indicate your intention to end your oral presentation. You can end with a question to open a discussion, stimulate the audience to think, or mention recommendations or suggestions that can be implemented in the future to complement your research topic and so on. The conclusion should consist of the following points:

1. Summary: The conclusion always begins by mentioning the most important points briefly and accurately.
2. Conclusion: By proving a theory, providing a solution to the problem, posing another larger problem, suggesting an opinion or theory, opening up new research avenues.
3. Opening the discussion: Inviting faculty to express their opinions and perspectives.

During the oral presentation, the choice of appropriate words is extremely important, especially when transitioning from one idea to another. Here are some phrases used in the presentation:

**Introduction:** I would like to talk to you about..., This presentation is about..., As an introduction..., I would like to tell you..., First of all..., The topic I have chosen is..., My goal is to demonstrate to you..., The question I want to address is..., I would like to start with..., I have chosen to speak to you about..., The topic for today is..., This presentation deals with..., What we say at first glance is..., Today I would like to briefly present to you..., The problem I want to discuss is..., To start with....

**Other parts:** Initially..., First..., Before anything else..., As mentioned earlier..., Before moving on to the third part..., This leads us to the next point..., In the second part..., I will now move on to the next point..., I want to continue now with..., In the next stage....

**Conclusion:** In summary..., As a conclusion..., In short..., Finally..., To remind you of the main points..., My last point about..., In the end..., So that we conclude..., So that we finish..., Finally..., We can conclude that..., The main thing is..., I would like to end this presentation by talking about..., And in the final stage....

## II.3. PERFORMANCE OF THE PRESENTATION:

### II.3.1. PREPARATION:

"Being ready on the day of the discussion" is better, and it's always best to leave at least two days between completing the written presentation and the actual presentation. This is to prepare for the oral presentation and choose the appropriate words to say because the written presentation represents only 10% of what will be presented during the discussion. The remaining 90% of the presentation depends on what you say and what is in your mind. Therefore, the success of the presentation largely depends on you and not on what is written (because it's just a presentation outline, just ideas). Although we cannot overcome shyness and anxiety, with repeated preparation and good memorization, you can avoid tension and searching for vocabulary and sentences. It is very necessary to allocate the necessary time for training.

### II.3.2. PRESENTING THE RESEARCH TOPIC:

The awaited day has come; early attendance allows the student to adapt to the place and calmness. The first impression is very important for the success of the presentation, so the student should follow these steps:

1. Introduce yourself even if you are known to the audience.
2. Introduce the topic.
3. Introduce the presentation outline.

### II.3.3. USING VISUAL AIDS:

Visual aids help the recipient or audience to follow what you say, but they should not dominate the presentation; they are just tools that help in the presentation. Regardless of the medium used, there are rules that the student must adhere to:

1. Do not crowd ideas on the same page.
2. Place each idea on at least one separate page.
3. Use images that help understand the idea you are talking about.
4. Present the page first, then explain it while presenting.
5. Use colors to draw attention to important points.
6. Use bold and clear fonts.

### II.3.4 .CAPTIVATE THE AUDIENCE:

To ensure that the audience can follow what you're saying effectively, you should:

1. Repeat the main information but in different formats.
2. Master what is called "*presentation language*" such as:
  - **Formulas:** Allow me to present to you..., I now move on to studying..., Regarding..., Let's take the example of..., I draw your attention to the fact that...

- **Certain Vocabulary:** Mentioning when you finish one section and move to another, for example: after finishing the discussion of the reasons... we now turn to the consequences of...
3. **Logical Connectors:** Choosing appropriate logical connectors is crucial as they organize the sequence of ideas. For example:
- **Logical progression:** First, then, finally / In the beginning, then, lastly / At first glance, first of all, ultimately / Firstly, secondly / Not only, but also / To start with, furthermore, again, to conclude...
  - **Addition:** Additionally, also, moreover, on one hand, on the other hand, likewise...
  - **Opposition:** However, nevertheless, yet, despite everything, on the contrary, in spite of, unlike...
4. **Syntax:** Use future tense when introducing the plan, present tense during the presentation, and past tense in the conclusion to summarize.
5. **Polite Phrases:** Choose words carefully as you are addressing a high-level academic committee and an elite audience. For example: Allow me to present..., Thank you for your attention, If you wish, I am ready to answer your questions...
6. **Avoiding Mistakes:**

What not to do	What to do
Read directly from the written presentation	Write only the outline and the titles of ideas for the introduction and conclusion in bullet points
Speak softly and timidly	Speak clearly while looking at the audience
present the plane in one block	Present the plan with logical connectors to transition between stages
Exceeding the allotted time or, conversely, speaking in a few minutes.	Practice time management and use a clock in front of you to stay within the allotted time