

Presentation of an oral presentation

1. Introduction :

Each student, regardless of their field of study or level, is required to make presentations on various topics, either suggested or assigned. In order for this offer to be successful, the following stages must be adhered to :

- ❖ Comprehensive preparation of the “content” to be conveyed, which includes collecting, selecting and organizing relevant information based on the topic of presentation and the audience in question.
- ❖ Comfortable with public speaking, which involves oral and physical expression skills and requires adaptation to the specific communication situation.

2. Oral Presentation Process

The oral presentation goes through several stages, which are :

- The process of collecting, organizing, and preparing data and information.
- Presenting information to others.
- Evaluating and critiquing performance during the presentation.

3. Types of Oral Presentations

Generally, there are three types of oral presentations based on their duration :

- Short presentation (5 to 10 minutes),
- Intermediate presentation (15 to 20 minutes), and
- Long presentation (around 45 minutes).

These types of presentations differ not only in their duration but also in the academic status of the presenter and the subject of the presentation. It is therefore crucial for the presenter to know which type of presentation they have been asked to give, in order to prepare accordingly. Despite these differences between the types of presentations, there are common basic principles applicable to all types.

4. The Typical Structure of a Presentation

An oral presentation requires an introduction, a main body (development), and a conclusion.

a. Introduction :

The introduction of the oral presentation should be:

- Brief (in a few lines) explaining why you conducted the work and why it is important.
- Include the research question, your objectives or hypotheses, and predictions (even if those predictions were not confirmed by your results).

- Provide a brief overview of the key points you will cover in your presentation (announce the structure of the presentation).

Role of the Introduction :

- It captures the audience's interest.
- It places the topic in its context.
- It announces the objective to be achieved.
- It clearly announces the outline of the presentation.

b. Main Body (Development) :

The main body of the oral presentation should be structured into sections, each with a central idea, a simple and logical construction, and should include the following elements :

- The main method of your work.
- The main results of your work.
- The discussion, which includes your interpretation of the results.

c. Conclusion :

In the conclusion, you should:

- Summarize your key points (main ideas).
- Provide an evaluation.
- Refer to future actions if necessary (perspectives).
- End with a thank you.

5. Presentation of an oral presentation

How to make a Successful and effective oral presentation ?

5.1. Proper Planning :

The presentation must be planned before starting to create it. The goal, content, and key messages that need to be communicated should be determined.

5.2. Stress Management

Stress is normal. Generally, it helps performance. However, in some cases, it can inhibit and prevent a person from expressing all their abilities. Breathing and relaxation exercises can help alleviate stress.

5.3. Focus

You must stay focused. You need to identify a specific set of ideas and points that need to be addressed in the presentation, and concentrate on them instead of deviating from the topic.

5.4. Language :

Clear and simple language should be used in the presentation so that the audience can easily understand the information presented.

5.5. Argumentation :

It must be rigorous and supported by references, with precise, undeniable facts to illustrate each point.

5.6. Adapting the Speech to the Audience :

This refers to the speaker's skills in choosing the right language based on the audience :

5.6.1. The Voice

- The speech must be intelligible : the speaker should articulate clearly.
- The speech must be heard even by those farthest away: the volume of the voice should be adapted to the room and the audience.
- The speech must be pleasant to listen to: the voice should be harmonious, not discordant.

The speech must captivate: the intonations of the voice should be rich and varied.

5.6.2. Verbal Expression

The vocabulary should be correct and adapted to the audience. It's possible to repeat elements by rephrasing them to ensure better understanding and facilitate note-taking. Try to avoid filler words (uh, you know...) and slips of the tongue.

Below is a table listing some phrases that can be used in your presentation in order to avoid repetition and try to grab the audience's attention

Section	Phrases/Expressions
Introduction	"Good morning/afternoon, everyone. Today, I am going to talk about..."
	"The topic of my presentation is..."
	"First of all, let me give you an overview of..."
	"I will start by discussing..."
	"Let's begin with..."
	"This presentation will cover..."
	"Now that we've covered [topic], let's move on to..."
	"Let's shift our focus to..."
Development	"Moving on to the next point..."
	"In addition to that..."
	"Now, I'd like to turn to..."
	"One of the key points I'd like to highlight is..."
	"It is important to note that..."
	"This leads us to the next important point, which is..."

	"To give you an example..."
	"This can be seen in..."
Clarification	"What I mean by that is..."
	"Let me explain that further..."
	"In other words..."
	"To clarify, what I'm saying is..."
Conclusion	"To conclude, I'd like to summarize the main points..."
	"In conclusion, we can see that..."
	"To wrap up, I believe..."
	"Finally, I want to leave you with this thought..."
Questions/Answers	"I'd be happy to take any questions now."
	"If you have any questions, feel free to ask."
	"Thank you for your attention. Any questions?"
	"Does anyone have any questions about this?"
Strengthen an argument	"It's clear that..."
	"This clearly shows that..."
	"The evidence supports the idea that..."
Express a doubt or reservation	"It's possible that..."
	"Some may argue that..."
	"There might be another perspective, but..."

5.6.3. Non-Verbal Expression

It should emphasize what is being said. Too-static attitudes bore the audience. Non-verbal communication helps establish subtle communication with the audience : gestures, eye contact, and body language bring the presentation to life and help the audience follow the flow of reasoning.

It is also important that the speaking pace is not too fast and to take pauses to allow the listener to fully understand what is being said.

Some Practical Tips

❖ Before the Presentation

- Take a few deep breaths if you're feeling nervous; this will help you relax.
- Get enough sleep.
- Review your notes one last time.
- Practice the presentation. Train in front of a group of people who will volunteer to listen and give feedback. If that's not possible, practice alone, ideally in front of a mirror. You

should repeat it until you feel very comfortable with the presentation.

- Wait for the jury president to give you the floor before starting your oral presentation.

❖ **During the Presentation**

- Start by thanking the president, jury members, and the audience.
- Don't get lost in the details.
- Focus on the message.
- Make sure to maintain good eye contact with the audience.
- Since this is an oral presentation, do not read the text. Reading a text will make you lose eye contact, intonation, and good posture.
- Ensure you respect the time limit.
- Speak loudly enough for the audience to hear you. Don't speak too fast and make sure to speak clearly. Try not to speak in a monotone voice, but vary your volume, speed, and pitch.
- Stick to using the outline of your presentation, not the full text.
- Take a pause if you need a moment to collect your thoughts.
- For group presentations, ensure the speaking transitions and coordination of the presentation

❖ **After the Presentation**

- Thank the jury members and the audience for their time and attention by saying, "Thank you for your attention."
- Answer the questions thoroughly and honestly; if you don't know the answer, admit it.
- Maintain a polite and positive tone.