

PRESENTATION OF AN ORAL PRESENTATION

Chapter 2



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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.**

ORAL PRESENTATION PROCESS

1

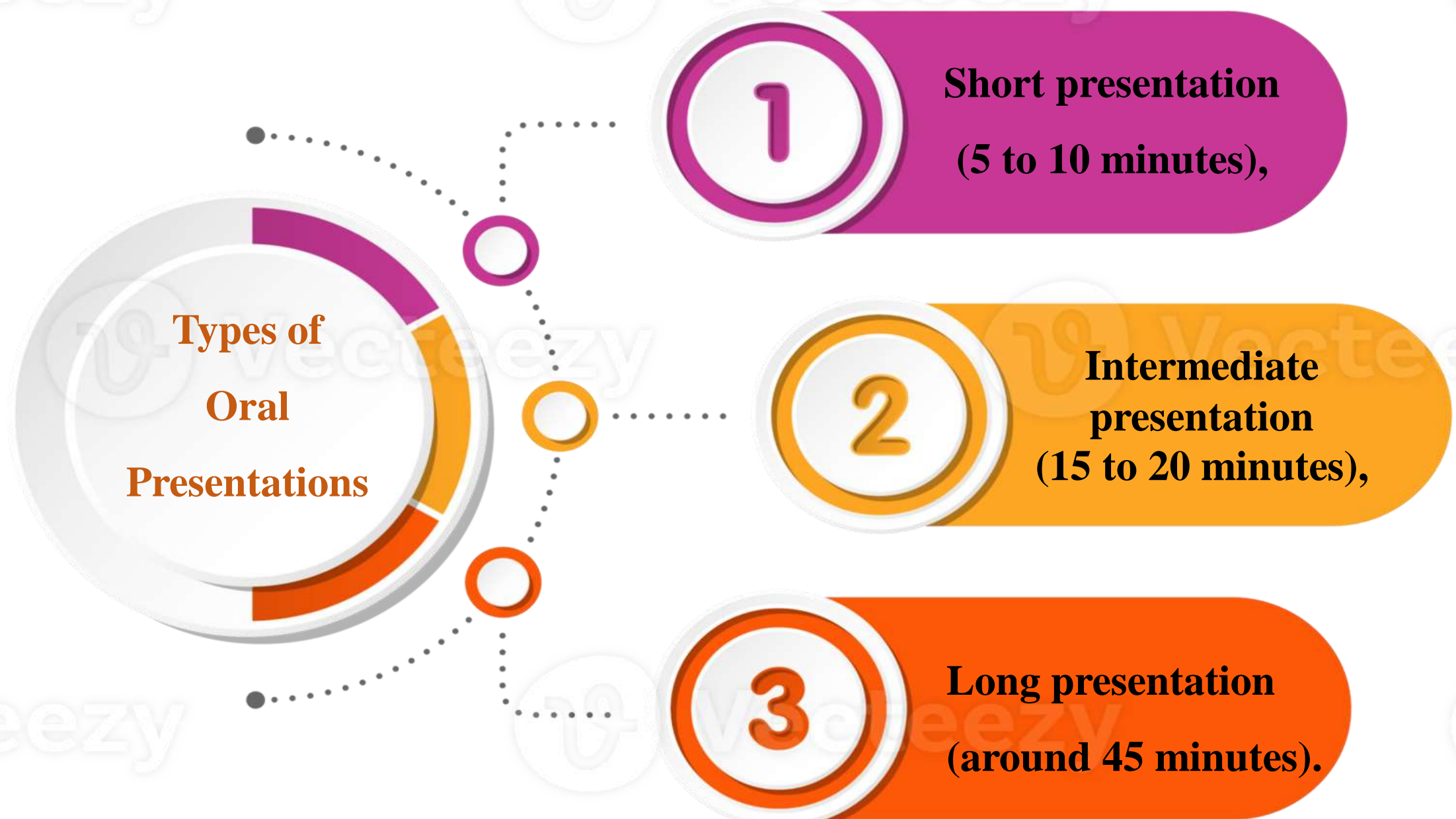
The process of collecting, organizing, and preparing data and information.

2

Presenting information to others.

3

Evaluating and critiquing performance during the presentation.



**Types of
Oral
Presentations**

1 **Short presentation**
(5 to 10 minutes),

2 **Intermediate presentation**
(15 to 20 minutes),

3 **Long presentation**
(around 45 minutes).

The Typical Structure of a Presentation

INTRODUCTION

1

2

BODY (DEVELOPMENT)

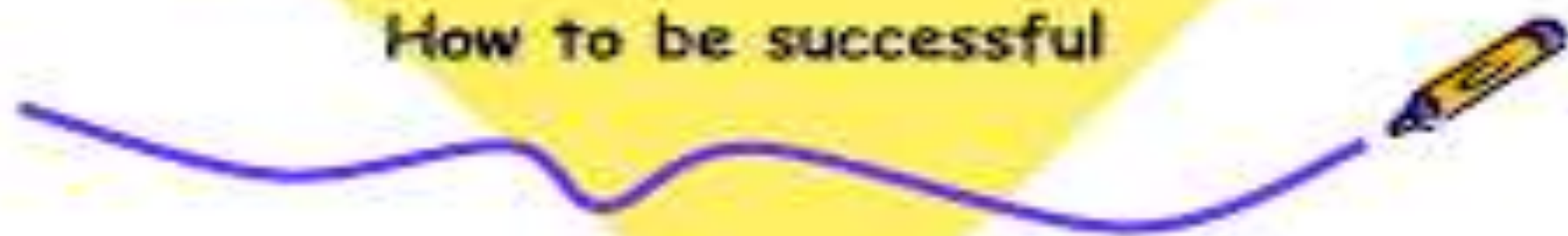
CONCLUSION

3



ORAL PRESENTATIONS

How to be successful



**PRESENTATION
OF AN ORAL
PRESENTATION**

**PROPER
PLANNING**

1

**STRESS
MANAGEMENT**

2

FOCUS

3

LANGUAGE

6

ARGUMENTATION

5

**Adapting the
Speech to the
Audience**

4



01

THE VOICE

**ADAPTING THE
SPEECH TO
THE AUDIENCE**

02

VERBAL EXPRESSION

03

NON-VERBAL EXPRESSION

VERBAL EXPRESSION

INTRODUCTION

Mr. President, gentlemen members of the jury, gentlemen attendees **السلام عليكم ورحمة الله و بركاته**

I am honored to present to you my work entitled...under the direction of Mr.

"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..."



VERBAL EXPRESSION

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..."



VERBAL EXPRESSION

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..."



VERBAL EXPRESSION

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?"



VERBAL EXPRESSION

Strengthen an argument

"It's clear that..."

"This clearly shows that..."

"The evidence supports the idea that..."



VERBAL EXPRESSION

Express a doubt or reservation

"It's possible that..."

"Some may argue that..."

"There might be another perspective, but..."



How to be successful in presentation

- ❖ 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.

