**Hama Lakhdar University of Eloued**

**Faculty of Arts and Languages**

**Department of English**

**Teacher**: Mega Afaf

**Subject:** Oral Expression/ Second year.

**HOW TO GIVE A GOOD ORAL PRESENTATION**

In oral presentation, two repetitive actions should be highlighted: preparation and practice. Also, it is appropriate to acknowledge the people who contributed in the making of this presentation.

**Outline Your Presentation**

* Follow a plan: Introduction, body and conclusion.
* Giving the audience the train of your thought is one of the key elements of a good presentation.
* Being precise and succinct are equally of high importance.

**Introduction**

* A thought provoking comment or a question may grab the audience’s attention.
* State the objectives of the presentation and highlight its importance.

**Body**

* Break your arguments into clear points.
* Start from the most important to the less one.
* Organize your arguments.
* Define new terms clearly.
* Try not to read from the script.
* Respect time limits.
* Create effective notes in cue cards and enumerate them.

**Conclusion**

* Summarize briefly your main points.

**Engage With the Audience**: How you present is also important. A monotonous voice may have/create an indesirable effect, while an enthousiastic attitude will make the difference. Varying the tone voice is important. You can also engage the audience with questions and debates.

**Reference**

How to give a good oral presentation. Accessed in:

Cdn.southampton.ac.uk. Visited: 26.03.2021.