

# Speech Writing - Making An Oral Presentation

## **Know your material thoroughly**

Put what you have to say in a logical sequence. Rehearse your speech.

## **Capture your listeners' attention**

Begin with a question, a funny story, a startling comment, or anything that will make them think.

## **Speak slowly and clearly**

Speak to the person farthest away from you to ensure your voice is loud enough to project to the back of the room. Vary the tone of your voice.

## **Sound confident**

Do not mumble. If you make a mistake, correct it and continue. No need to make excuses or apologise.

## **Present your main points one by one in logical order.**

## **Do not read from notes all the time**

Although it is quite acceptable to glance at your notes infrequently.

Use your body to communicate, too. Stand straight and comfortably. Do not slouch or shuffle about. Hold your head up.

## **Maintain eye contact**

Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Use your eye contact to make everyone in your audience feel involved.

## **Pause**

Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.

## **Finish well**

It is important not to let the talk just fizzle out. Make it obvious that you have reached the end of the presentation. Thank the audience, and invite questions: 'Thank you. Are there any questions?'