

Oral Presentations

- **Your presentation time is short. Focus your presentation on the most important ideas you need to communicate.**
- **Communicate clearly by planning your words in advance. When speaking, talk slowly and loudly, and look at your audience.**
- **Include graphs and maps when possible. Make sure the type or handwriting and the images are large enough for everyone in the audience to see them.**
- **While you have your own opinions on a topic, it is important that you present unbiased and complete information. Your audience can then make their own conclusions.**
- **All the members of a group must participate.**
- **Since any group member may be asked to answer questions from the class, all group members should fully understand the presentation.**
- **In a group presentation, you could all play the role of different experts when presenting your information. The class would represent the community members who might be making a decision on the issue.**