SOME GUIDELINES FOR ORAL PRESENTATIONS AND ORAL NEWS PRESENTATIONS

1. **GREET THE AUDIENCE**, and tell them who you are.
2. **FOLLOW THE MODEL GIVEN**. Headline/ Author/ Source/ Topic/ Summary/ Personal Opinion/ Relationship. By following this logical sequence you will feel more confident and your classmates will follow your presentation easily (and you make sure that you don´t forget any of the parts you have to complete).
3. **TALK TO THE AUDIENCE**. You must catch the audience´s attention, not only making/keeping eye contact but also telling your news in a way the audience is going to understand and enjoy it. Look at the audience as much as possible but avoid fixing on an individual since that can be intimidating and annoying. Don´t start talking until your audience is quiet and ready to enjoy with your news presentation.
4. **CLEAR AND CONCISE PRESENTATION OF YOUR SUMMARY, RELATIONSHIP AND PERSONAL OPINION**. Neither too long nor too short, this part of the presentation is the most interesting (and also the most difficult). It should be long enough to express and convey what you want to say. Your message must be clear and that is why you have to highlight it by using your own words. If you have memorized difficult vocabulary or expressions, be sure that you fully understand them in case you need to improvise if you forget the exact phrasing during your presentation.
5. **NEVER READ FROM YOUR TEXT**. At most you can consult some data but doing it naturally and then resuming the presentation fluidly.
6. **SPEAK CLEARLY AND SLOWLY, PROJECTING YOUR VOICE AND SHOWING CONFIDENCE**. Do this by using your own words, don´t shout or whisper, be natural but not conversational. You can also deliberately pause at key points; this will have the effect of emphasising the importance of a particular point.
7. **BODY LANGUAGE**. 60% - 90% of language is nonverbal. Your body movements express how you feel and reveal a lot about your character, that is why this is the first and perhaps most important way others develop opinions about you. For this reason, it is important you take this into consideration. Avoid moving too much about, which can unnerve the audience although some animation is advisable; use your hands to emphasise points but without overdoing it.
8. **APPEARANCE**. Dress appropriately for the occasion, nothing exaggerated but something that makes you feel comfortable.
9. **EXPRESS THANKS FOR THEIR ATTENTION** and ask if there are any questions.
10. **REHEARSE YOUR PRESENTATION**. Practice at home and time your presentation. The more you practice the more confident you will feel during your public oral communication (these skills are learnt through practice).