

Identify tips on how to carry out an oral presentation

DO'S & DON'TS of PRESENTING

_____ Classify the following tips into Dos and Don'ts for oral presentations.

_____ Use the planning time to prepare what you're going to say.

_____ If you are allowed to have a note card, write short notes in point form.

_____ Write out the whole presentation and learn every word by heart.

_____ Write out the whole presentation and read it aloud.

_____ Use more formal language.

_____ Use short, simple sentences to express your ideas clearly.

_____ Pause from time to time and don't speak too quickly. This allows the listener to understand your ideas. Include a short pause after each idea.

_____ Use very informal language.

_____ Only look at your note card. It's important to look up at your listeners when you are speaking.