

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.