

Workshop 2: Tips for Effective Oral Presentations

Workshop Duration: 3 hours

Workshop Instructor Notes:

Slide 2: Our workshop today is Part 2 in a series of three workshops designed to prepare participants for effective oral presentations. Our main focus will be on using signposts to direct your listening audience.

Slide 3: Recap: Points 1 and 2 were the focus of Part 1 of our project development training. Part II of this workshop focuses on points 3-5.

Slide 4: You have 4 - 7 seconds in which to make a positive impact and good opening impression, so make sure you have a good, strong, solid introduction, and rehearse it with colleagues prior to presenting. Build your credibility in your opening remarks! Lay out a clear structure of your presentation in your opening. And ask for support for your project in your closing remarks.

Slide 5: Signpost expressions are especially useful in oral presentations. Experienced presenters will also clearly pause, change their stance and the pitch of their voice as they move from one part of a presentation to another. Advanced techniques for the third key reason outlined here will be the major focus of Part III of our training in effective oral presentations tomorrow.

Slide 6: The aim here is to connect your audience to your presentation and the purpose of the presentation from Part I of the training workshop is to persuade your audience to support the funding of your training project.

Slide 9: Clearly defining the structure is especially important if the structure of your talk is a little different from normal, or you have a very long presentation with many parts.

Slide 10: Practice 1: Intro

Slide 15: Practice 2: Main Ideas

Slide 19: Practice 3: Conclusion

Slide 20: In this workshop we talked about using signposts in oral presentations when introducing your topic, discussing and supporting your topic, and concluding your presentation.

Slide 21: In this workshop we talked about using signposts in oral presentations. *Now it's your turn to show how well you can use signposts to develop your presentation!*

Review your *Training Action Plan* you began developing in Part 1 of this workshop. You have already defined the purpose of your presentation, topic, location, and audience. Now begin developing your presentation by completing the workshop activity located in your training packet. Use the Signpost Expressions handout (also located in your packet) to help guide you, if needed.

We will conclude today's workshop with each participant presenting to the class the signpost expressions they selected with ***the complete sentences*** they will use to open their presentation, key points and examples during the presentation, and the closing of their presentation. Each participant will receive feedback from workshop peers and the workshop facilitator after their mini-demonstration. You have 40 minutes to complete this activity.

Part 3 of the workshop, tomorrow, will continue with advanced verbal punctuation techniques for effective presentation delivery.