



Lesson 4. Preparing for Oral Presentations



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Visual 4.1
Effective Communication (IS-242.b)

Video: Preparing for Oral Presentations



Click on the image to view the video.



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Visual 4.2
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Lesson 4 Objectives

- Identify strategies for conducting effective oral presentations.
- Identify your own anxiety about public speaking and take steps to reduce your anxiety.
- Prepare and deliver an oral presentation in a manner that effectively delivers the message and meets the needs of the target audience.
- Identify personal action steps to improve your oral presentation skills.



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What Makes a Good Oral Presentation?

Great speeches:

- Match the message to the audience.
- Match the content and the delivery to the purpose.
- Are delivered in a clear and engaging manner.



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Understanding the Presentation Purpose

You will likely make two types of presentations:

- **Informational**
- **Motivational**



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Informational Presentations

The information is usually delivered in this order:

- **Introduce the topic.**
- **Provide explanation, directions, or descriptions.**
- **Restate or conclude the topic.**



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Motivational Presentations



Typically:

- Open with an attention-getting introduction.
- Create a tension or need for the message.
- Demonstrate the message can satisfy the need.
- Use visualization.
- Provide an action step.



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Activity: Informational or Motivational?

Instructions: Entire group:

- Your instructor will read each statement in the Student Manual and ask if it is more informational or motivational.
- Be prepared to explain your answers.



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Preparing an Oral Presentation

1. Plan

2. Develop

3. Write



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Getting Ready To Deliver Your Speech



Develop a delivery strategy:

- **How do you wish to appear?**
- **What tone is appropriate for the subject matter and audience?**
- **How can you use body language effectively?**
- **How long should you speak?**



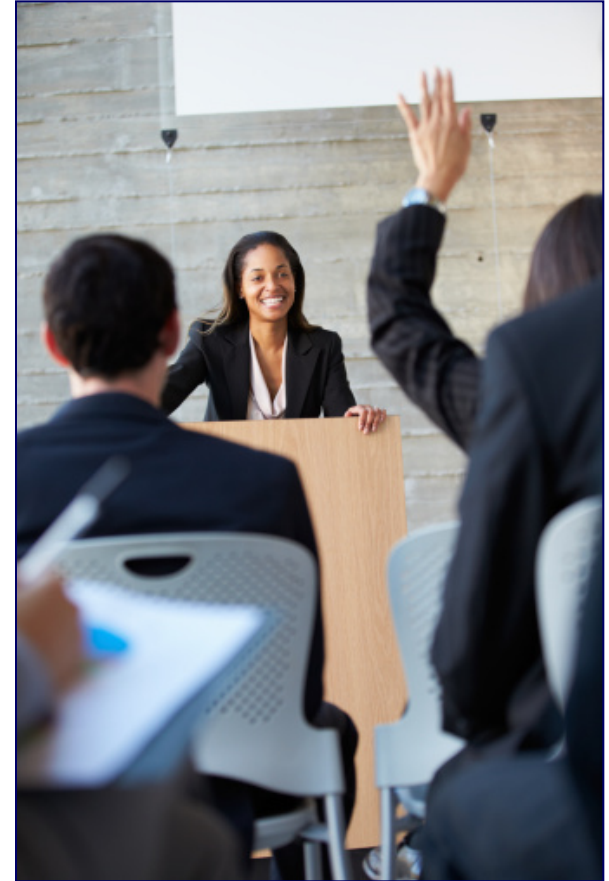
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Preparing for Small-Group Presentations

Small-group presentations can be enhanced by the use of presentation media, such as:

- **Charts,**
- **Whiteboards, and/or**
- **PowerPoint visuals.**



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Preparing for Interactive Presentations



Interactive presentations:

- **Give you less control of content.**
- **Are more difficult to prescript.**
- **Require planning responses for anticipated questions.**



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Engaging Your Audience

- **Face the audience and appear attentive.**
- **Avoid reading.**
- **Move out from behind the podium.**
- **Move around the front of the room.**
- **Make eye contact.**



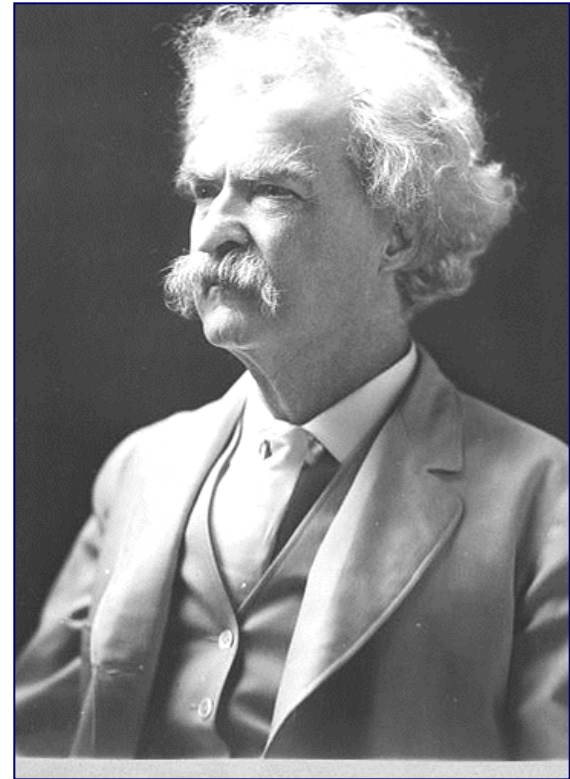
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Controlling Your Nerves

Mark Twain said:

“There are two types of speakers. Those who get nervous and those who are liars.”



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Activity: Speech Anxiety Self-Assessment

Instructions: Working individually:

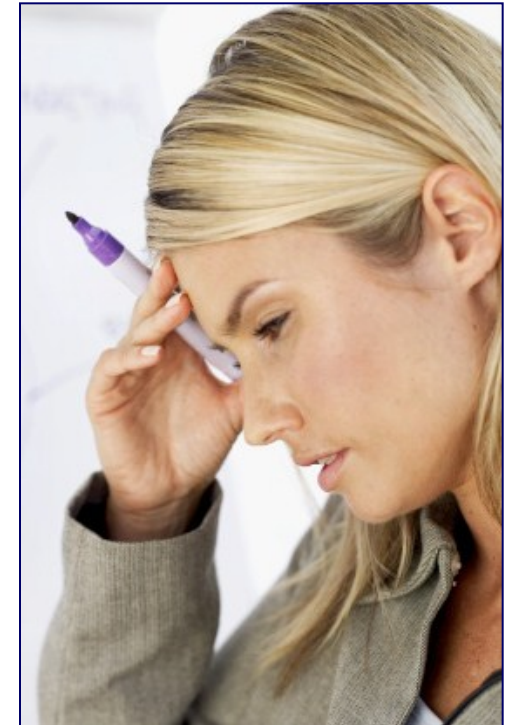
- Review the Speech Anxiety Self-Assessment.
- Identify your own concerns in each area.



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Gaining Control

- Prepare ahead of time.
- Practice and visualize the presentation.
- Connect with the audience first.
- Convert nervousness to positive energy.
- Maintain a sense of humor.
- Realize the audience wants you to succeed.
- Know it is OK to pause and gather your thoughts.



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Activity: Oral Presentations Review

Instructions: Entire group:

- Your instructor will read each statement in the Student Manual and ask if it is true or false.
- Be prepared to explain your answers.



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Post-Course Activity: Prepare & Deliver a Briefing

Instructions:

- **Prepare a briefing or other oral presentation using the provided worksheet.**
- **Deliver the presentation to a friend or colleague. Have your listener record feedback on the provided observer checklist.**
- **Review the feedback. Identify strengths and areas for improvement.**



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Summary and Transition

- In Lesson 4, you learned strategies for improving your oral presentation skills.
- It is now time to complete the final exam.



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Final Exam

Instructions:

- Take a few moments to review your Student Manual and identify any questions.
- Make sure that you get all of your questions answered prior to taking the final exam.
- You must take your test online at:
<http://training.fema.gov/IS/crslist.aspx>
- You may refer to your Student Manual when completing this test.



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