Lesson 4. Preparing for Oral Presentations
Video: Preparing for Oral Presentations

Click on the image to view the video.
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.
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.
Understanding the Presentation Purpose

You will likely make two types of presentations:

- Informational
- Motivational
The information is usually delivered in this order:

- Introduce the topic.
- Provide explanation, directions, or descriptions.
- Restate or conclude the topic.
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.
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.
Preparing an Oral Presentation

1. Plan
2. Develop
3. Write
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?
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.
Preparing for Interactive Presentations

Interactive presentations:
- Give you less control of content.
- Are more difficult to prescript.
- Require planning responses for anticipated questions.
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.
Controlling Your Nerves

Mark Twain said:
“There are two types of speakers. Those who get nervous and those who are liars.”
Activity: Speech Anxiety Self-Assessment

**Instructions:** Working individually:

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

- In Lesson 4, you learned strategies for improving your oral presentation skills.
- It is now time to complete the final exam.
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](http://training.fema.gov/IS/crslist.aspx)

- You may refer to your Student Manual when completing this test.