

ORAL REPORT SERIES

Talking about talking – the following list of topics can provide the basis for a thorough discussion of factors leading to successful extemporaneous talks. The following topics are designed to be handled in 5 to 10 minutes. Each speaker is required to consult three sources – these sources can include interviews with “experts”, Internet sources, books such as Peter Urs Bender’s Secrets Of Power Presentations, and, of course, chapter 24 of Technical Communication.

NOTES: students are required to state their sources during the presentation. He/she is required to use at least one AV aid during that presentation. The student does not have to be an expert on the subject; rather his/her role is to report what the experts say and to comment on the experts’ advice.

Topics

1. The bases of all successful communication
2. Why do we fear public speaking?
3. Study two or three presentors - observe what they do well and what they don't do well. Build these learnings into your own speaking style and illustrate these changes in your presentation.
4. Discuss ways to improve one's confidence while speaking.
5. Discuss the main presentation objectives or purposes for public speeches.
6. Describe possible structures for one's business presentations.
7. In conjunction with speaker no. 6, illustrate a structure or two
8. What ratio of time should be spent on preparing the content and structure of one's talk compared to the time spent rehearsing the talk's *delivery*.
9. What advice do the experts provide re: how to use note cards.
10. Discuss techniques for establishing and maintaining speaker credibility.
11. Illustrate suggestions for how to begin a presentation. (
12. Summarize and illustrate experts' advice on how to use our voices effectively.
13. Why is it valuable to smile during your presentation?
14. Discuss several methods for ending a speech.
15. Comment on what to do with your hands, shoulders and head, when speaking in public.
16. Demonstrate how to analyze the physical style of your audience, and how to react to that audience.
17. Explain how to dress powerfully for presentations.
18. Give hints for using microphones and P.A. systems.
19. What are some advantages of using visuals in one's presentation?
20. Give hints re: handouts, presentation workbooks, and note taking.
21. Provide helpful hints for using overhead transparencies.
22. Helpful hints for using flipcharts.
23. Provide general hints for using A/V equipment.
24. Explain how to introduce a speaker.
25. Explain how to prepare for audience questions and how to answer them.
26. Indicate how to handle negative interruptions and hecklers.
27. Describe methods of creating successful bridges from one part of a talk to another.
28. What are some hints for using slides, film, and video successfully?
29. Give hints for proper posture and movement, during a presentation.
30. Show how to read a prepared statement.
31. Give hints for presenting oral proposals
32. Why do audience members not listen from time to time during a presentation? Based on your answer to that question, describe and demonstrate techniques you can use to make people listen. (See *Looking In/Looking Out*, by Ron Adler and Neil Towne.)
33. Provide hints for how to project one's voice to the back of the audience. (Interview an actor or drama instructor or voice coach or singer.)
34. Demonstrate techniques for using PowerPoint computer-projected visuals effectively.

