

How to make oral presentation

[Education](#)



Teacher How to make oral presentation I would like to share the process of doing oral presentation. I do oral presentation frequently because it is part of a student's life. One cannot get through college without mastering the art and science of oral presentation. Oral presentation is also an indispensable skill once the student has graduated and become a professional. Thus, it would be best that a student must learn how to do oral presentation effectively while still in school.

Understand the subject matter to be discussed by heart. This way, the presentation will not be lost even if there is a digression that will be asked by the audience. It is also easier to replace the words on the report with the student's own words for as long as the student understands the thought of the presentation. It is also easier to understand the topic if it is interpreted in simpler words.

Make an outline of the presentation. This will help organize not only the presentation but also the thought of the person delivering the oral presentation. Outline serves as guide for the presentation. This could be done through powerpoint and the presenter's own printed copy with corresponding explanation.

Do a dry run presentation a couple of days before the presentation. It will also help a lot if such dry run will be recorded so that the student can play back and observe how he or she is doing in the presentation and do some corresponding adjustments to make the presentation better. Dry run will also let the student have a feel of the presentation which would help diminish the nervousness during the presentation proper. Also, dry runs allow the student to make all possible mistakes without the deduction in grade or embarrassment.

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Do one last review and dry run of the subject matter to be presented a day before the presentation. Then relax and get enough sleep. Arrive at the presentation venue earlier to be able to relax and settle down. This will help to remove the nervousness and make the presenter more confident.