

METHODS FOR PREPARING AN ORAL PRESENTATION

You must speak about an academic subject which you are involved in, are writing a paper on, have written a paper on, are studying for an exam etc. You must speak for two minutes, and you have 20 minutes to prepare your speech.

Of course, you may spend the 20 minutes precisely the way you want. In the following you may get some ideas of different ways to prepare. You may choose to combine the ideas. It is up to you.

Preparation form 1: Freewriting

Write non-stop for ten minutes. You must not stop for a break. If you do not know what to write, you can write “now I am stuck” or something similar. The important thing is not to take a break for you should write EVERY thought that comes into your head. Commas, spelling etc. are completely irrelevant in freewriting.

You may start your freewriting like this: “It is important that my receivers understand ..., because ...”

Then spend ten minutes on translating your freewriting into an oral presentation. You do not need to write a full manuscript.

Preparation form 2: Answer questions about your topic

Let the questions below activate your thoughts. If some questions are irrelevant, simply skip them. The purpose of answering the questions is for you to discover what is interesting about your topic.

- What is the definition of your topic?
- What can it be compared with?
- What is it different from?
- What is the reason for this?
- What effect does it have?
- What are the conditions for it?
- What are the consequences of it?
- What was it like before?
- How will it be in the future?
- Which authorities know about my topic or have an opinion on it?
- What concrete examples are there of my topic?

Preparation form 3: Follow a standard outline

Introduction (30 seconds):

- Attract the receivers' attention by asking a question, presenting a problem or making a claim.
- Introduce yourself and say what you wish

to speak about Main part (75 seconds):

- Answer the question, state solutions to the problem, provide evidence for your

claim Conclusion (15 seconds):

- Explain to the receivers why it is worth paying attention to you and your topic