



# Oral Presentations

The most precious things in speech  
are the pauses.

- Sir Ralph Richardson



# Parts of a Talk

- Introduction

- Context
- Main point
- Outline

- Body

- Tie arguments to main point
- Detail in moderation

- Conclusion

- Summarize
- No new arguments!



# Lawyer's Plan

- Outline what you will say
- Say it
- Tell them what you said



# Things to Practice

- Mannerisms
  - Eye contact with audience
  - Beware of nervous habits
- Pace
  - Remember to take pauses!
- Timing
  - Appropriate length
- Voice
  - Appropriate volume
  - Not monotonous

# Visual Aids

- Used to supplement talk
  - Point form
  - Several spoken sentences per point
- Font
  - $\geq 18$  pts
  - Clear typeface
- Slides
  - Background doesn't compete with words
  - Don't overdo transitions



# And most importantly...

- Rehearse
- Invite others to hear and critique
- Time yourself
- Iterate the presentation
- Rehearse again
- The better you are prepared, the more relaxed you will be, and hence the better the presentation will be