COMMUNICATION	
SKILLS	

ORAL PRESENTATIONS

Well structured and competently delivered Oral Presentations are based on three main components. Preparation:

• defining the topic in your own words; an overview

- knowing the duration of your presentation
- brainstorming ideas and creating a theme
- writing down questions you may be asked and prepare answers
- knowing the message you want to get across
- identifying key words, phrases and relevant points • being aware of the audience's knowledge of the subject

Presentation:

- rehearsing the presentation: record it to assess speech tones
- projecting confidence through your posture and gestures



- the audience • delivering an interesting and informative account of the topic: emphasize and repeat key points
- pitching your voice to the back of the room
- varying the tone of your voice and beginning with an engaging statement
- if you use Powerpoint remember that it's only a visual ai nothing more; you have to present it.

Conclusion:

- upon examination of the topic, synthesizing all points to arrive at an overall judgement
- developing a final address by considering all relevant points
- focusing on relevance
- concluding the address with a challenging statement. The key is to be relaxed, prepared and assertive.

Rehearse your Oral Presentations with family and friends. Most of all be authentically you and project that confidently

ACTIONS

What are two things that I will start doing to improve	7
my oral presentations?	١

2

MINDFULNESS ACTIVITY

Changing Names – if you were to change your first and surnames, describe what your 07 new names would be, why you chose them and how you would act and feel.

WELLBEING TIP

Don't text everything; deliver your message in person.

NOTES / PRIORITIES / DUE DATES	- 7
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SIGNATURES: PARENT/GUARDIAN	~
TEACHER	~
WHAT WENT WELL THIS WEEK AND WHY? 🗸	7 -
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THINGS TO DO	WEEK:	JANUARY/FEBRUARY 2020
27 MONDAY		
28 TUESDAY		
29 WEDNESDAY		
30 THURSDAY		
31 FRIDAY		
		VALUE FOR LIFE
1 SATURDAY		2 SUNDAY PRESENCE