

Culverts and Stream Ecology Oral Presentation Guidelines

- Preparing for the presentation
 - Know the subject. You already know what you studied and what results were obtained.
 - Identify the topic. What is the information you want to tell others about your work?
 - Know how much time you have to speak; how many others from your team will be speaking and how much time will they need?
 - Know who your audience is.
 - Identify the material to be presented. Much of the presentation can be taken from the poster that your team has prepared.
- Determine the main points of the presentation/construct your argument
 - Write a short single sentence about the main topic—you may want to include your hypothesis.
 - Identify no more than 3-5 sub-topics that support your main topic—such as a brief description of the materials and methods used, and a description of the results—what the data showed, what they mean, and whether or not your hypothesis was supported. (Remember, there is no right or wrong answer. The hypothesis is either supported or not supported.)
 - Make an outline of the presentation.
 - Use note cards with key words, not whole sentences, to trigger your memory, and use them to refer to during your presentation. Don't forget to number the cards in case they get mixed up.
 - Use one card for the introduction (includes your main statement and such information as why mercury is important and why you chose the question you were trying to answer).
 - Use one or two cards for each sub-topic.
 - Use one card for the conclusion. (The conclusion summarizes the main idea and the major points.)
- Practice, practice, practice
 - Read your speech out loud several times to hear how it will sound to your audience. Practice giving your speech in front of a mirror, some of your friends or your class.
- Giving the speech
 - You are the expert. It is your research so you know the material better than anyone.
 - When you are giving your speech stay calm and smile.
 - Remember to slow your speech down—don't rush through the words.
 - Make sure to enunciate clearly and don't slur your words.
 - Speak a little louder than you would in normal conversation.
 - Speak loud enough so that the entire audience can easily hear you.
 - Make eye contact with the audience—if you can't do that, at least look at something just above their heads.
 - Ask if there are any questions.
 - Humor is always a plus!