



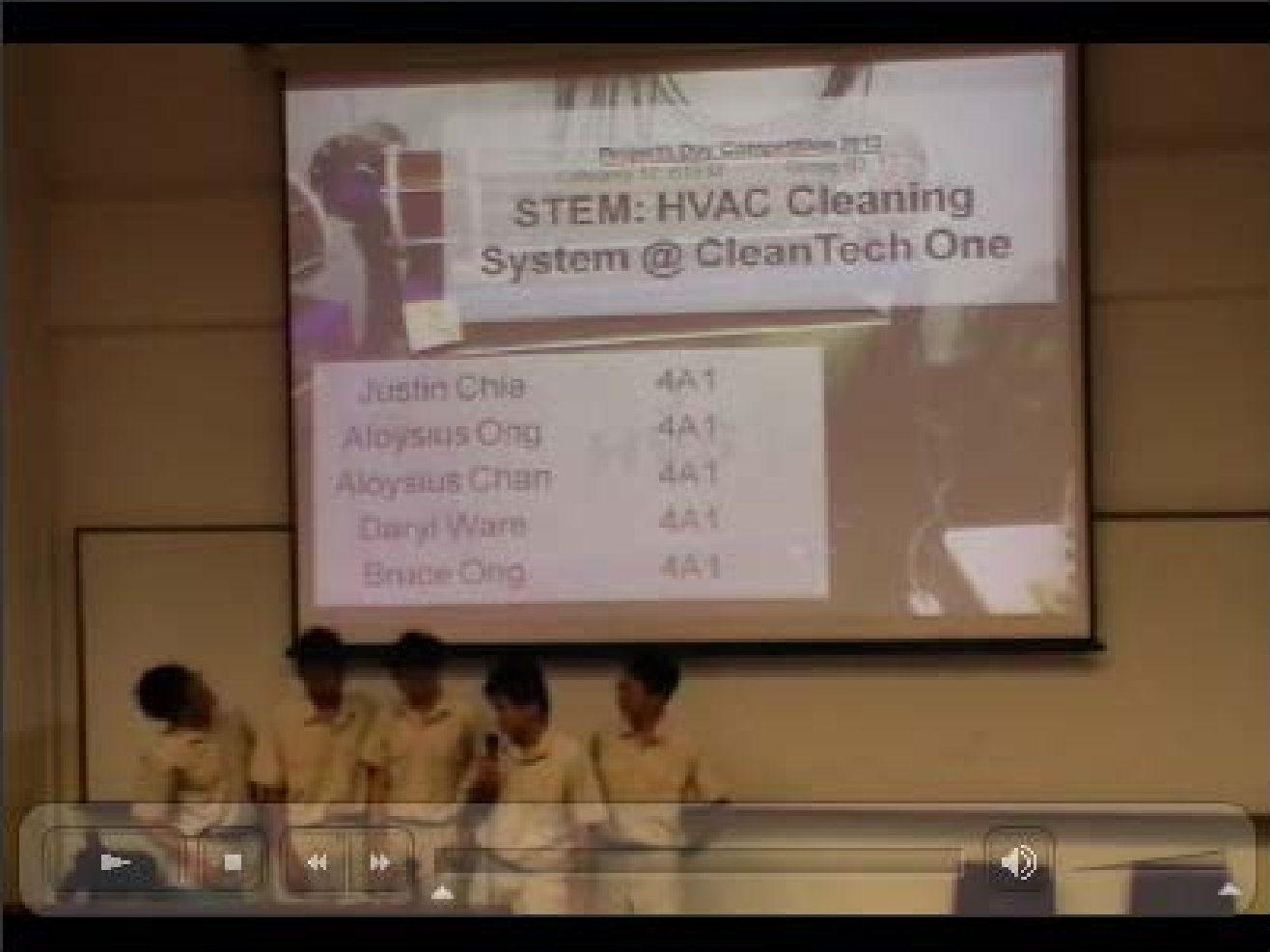
# Cat 12 Engineering Science

25 Apr 2014

# Oral presentation weightage

- Project (60 marks- semi finals, 70 marks - finals)
- Oral presentation (15 marks- semi-finals, 15 marks-finals)

# STEM: HVAC Cleaning System at CleanTech One



# Common Mistakes

- Reading instead of presenting
- Fidgeting
- Presenting over/under the time allocated
- Speak too fast

A set of stone stairs leading up a brown wall. The stairs are made of light-colored stone and are arranged in a series of steps that ascend from the bottom left towards the top right. The wall is a solid, textured brown color. The text is overlaid on the right side of the image.

# Steps in Giving Presentation

1. Plan

2. Prepare

3. Practice

4. Present

# Planning

- *Who* is your audience? (Peers and teachers)
- *What* do you want to present? (content)
- *How* do you want to present?

# Planning

## Structuring the presentation

- Semi-finals - 7 mins
- Finals – 10 mins
- 1 to 2 mins--- Introduction
- 3 to 6 mins--- Main body
- 1 to 2 mins --- Closing

# Preparing

## Introduction

- Should be carefully designed
- Get attention
  - shock, humour, question, story, facts & figures
  - well rehearsed yet natural
- Motivate audience to listen



# Preparing

## Main body

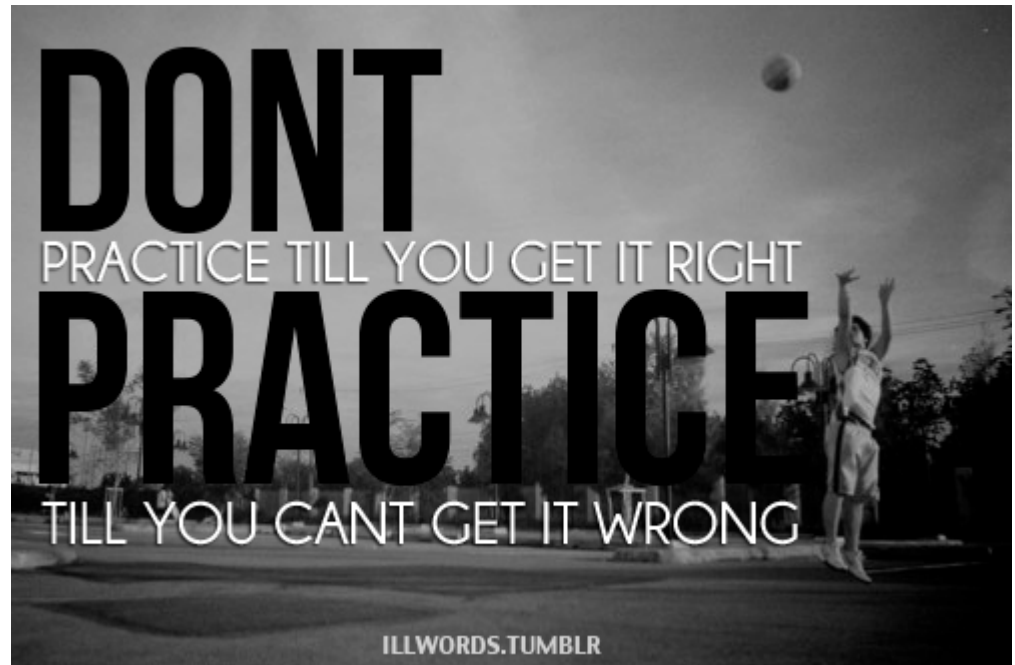
- Explain your points. Give clear explanations. Provide sufficient evidence to be convincing.
- Use analogies and stories to explain complicated ideas

# Preparing

## Conclusion

- As critical as the introduction for a successful presentation
- Signal your conclusion with a transition.
- Summarize your points.

# Practicing



# Presenting

- Don't just talk in front of the audience talk to them
- Maintain eye contact.
- Be aware of your body posture
- Be enthusiastic about your project.
- Smile.
- Slow down your speech
- Avoid fillers, such as “Ah, uh, I mean, like, okay, um....”

# Q&A

- Anticipate questions during the planning stage
- Rephrase the question if in doubt
- Answer the question as clearly and concisely as possible

# Oral Presentation Skills



Steps in Giving Presentation

1. Plan

2. Prepare

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# TIPS TO A GREAT PRESENTATION

