



Core units: Inquiry and skills

Illustration 2: Contemporary geographical issues and the media – Year 6

## A guide to presenting an oral report

Oral presentations are often used to communicate the findings of a geographical inquiry. The guidelines below will help you to develop this important skill.

The fear of addressing a large group of people is very common. There are, however, ways you can overcome such concerns. One way is to carefully plan and prepare your presentation. The following points will assist you in this task.

### 1. Know the purpose

Make sure that you understand clearly the purpose of the report you are presenting. The most common purpose of an oral report is to inform an audience.

### 2. Know your audience

The more you know about your audience the better. It will allow you to prepare a more appropriate and focused oral report. For example, if your audience already has a good knowledge of the topic you may elect to leave out information they are already familiar with.

### 3. Be organised

Ensure your information is well organised. The most successful oral reports have a structure similar to an extended piece of writing – that is, they have an introduction, a body and a conclusion:

- **Introduction:** The first part of your presentation tells the audience what the topic is. Try to do this in a way that captures the audience's attention.  
The best way to do this may be to make a formal opening statement accompanied by some visual representations (such as a series of photographic images, a relevant cartoon or a video extract). You could also use humour to gain the audience's attention but make sure it is done in a way that will not offend anyone.
- **Body:** The body of the oral report should be the focus of your presentation. Develop your main ideas one by one, and support them with examples, quotes, photographs, data presented in the form of graphs and diagrams. These will make your presentation more interesting and memorable.
- **Conclusion:** Let your audience know when you are nearing the end of your presentation by using words such as 'in conclusion' or 'to sum up'. In your final statement, briefly highlight the main points you have made during your presentation.

### 4. Use speaker's notes

Rather than simply reading a prepared speech, it is often more effective to use cards featuring a series of words or phrases that act as 'cues' for your presentation. Make sure, however, that the words and phrases are written in large print and that there are not too many points on any one card. It is also a good idea to number the cards so that you do not get out of sequence. It is often a good idea to use different colours (or highlighter pens) to highlight key points.

## 5. Check your preparation

To avoid 'stage fright', go through the following checklist before delivering your report:

- Be well prepared. Know your topic thoroughly.
- Use numbered points on speaking cards.
- Practise your speech several times.
- Visualise yourself as relaxed and calm.
- Do not rush your presentation. Speak slowly and clearly.
- Use appropriate gestures and maintain good posture.
- Use a range of visual aids but don't overdo it.
- Make eye contact with members of the audience.
- Vary your voice throughout your presentation.
- Stand still.
- Reinforce the key message throughout your presentation.
- Ask the audience if they have any questions.
- Thank your audience.