

Steps in preparing for an oral presentation

Stages to Cover	What You Have to Do or the Questions to Ask Yourself in Order to do it
A. Find out what is the context of the presentation	<ul style="list-style-type: none"> • Who are the participants? What is their hierarchical level? • Why are they at this presentation? • What do they expect? • Is this talk a single event or is it part of a set of presentations? • Are the participants resistant to the subject of your presentation? • How much time am I given? • In what place will the presentation be given? What equipment is available ? What is the arrangement of the room ?
B. Gather information about your subject	<ul style="list-style-type: none"> • Will I have a written report in hand, will I use it? • Will I be using several sources of information? Which ones? • Do I have to hand out written material?
C. Structure your ideas	<ul style="list-style-type: none"> • What will be the plan for how my presentation will develop?
D. Conform to the time allocated	<ul style="list-style-type: none"> • Select the essential content • Plan for complementary material • Practise beforehand and time myself • Visualize myself actually giving the presentation
E. Prepare the documentation needed	<ul style="list-style-type: none"> • What documents will be handed out to the participants? • In what format will they be handed out? Tables? Diagrams? Written material?
F. Adapt myself to my audience	<ul style="list-style-type: none"> • Just how familiar are the participants with the subject? • Plan sentences that summarize and reformulate what I am saying • Ask participants if they understand and whether they have any questions.