

Module 1: The Fundamentals of Oral Presentations





What Makes a Great Presentation?

A great presentation captures the audience's attention, delivers a clear and impactful message, and leaves a lasting impression.

Clarity and Focus

- Define a central message or theme.
- Structure the presentation logically (introduction, body, conclusion).
- Avoid overloading with information—less is more.



Engagement

- Use storytelling to connect with the audience emotionally.
- Ask questions or involve the audience to keep them engaged.
- Maintain enthusiasm and energy in your delivery.



Visual and Verbal Balance

- Use visuals (slides, charts, videos) to enhance understanding, not overwhelm.
- Speak confidently and naturally, avoiding monotony.



Visual and Verbal Balance



- Rehearse your presentation multiple times.
- Be prepared for questions or unexpected issues.

Non-Verbal Communication



Your body language speaks volumes—sometimes more than your words. Non-verbal communication helps reinforce your message and builds trust with your audience.

- Eye Contact:
- Maintaining eye contact makes your audience feel

Non-Verbal Communication



Eye Contact:

- Maintaining eye contact makes your audience feel seen and engaged. Avoid staring at your slides or notes; instead, look at different individuals in the room to create a connection.

Non-Verbal Communication



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