Oral Presentations

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Prepare NOW!

- Attend PIA’s
- Get involved with committees
- Read trade journals

Read the directions

- Re-read the directions
- Understand the objectives
- Budget your time

Create an outline

- Clustering
- Brainstorming
- Speaking points

Decide how you want to organize your information

- 3 X 5 cards
- Legal tablet
- Computer outline

Know your audience

- Inquire before you enter the room
- Learn the evaluator’s names and respective ranks (look at collar brass)

Entering the room

- Shake hands with the raters (if permitted)
- Repeat their names and remember them!
- Remember that you are being graded from the first moment they see you

First Impressions

- Get a haircut
- Press your uniform
- Make certain your tie is straight

Set up the room the way you want

- Identify where you are supposed to be
- Use the dry erase board to present your outline
- Organize your notes BEFORE you begin speaking

Begin your presentation

- Introduce yourself (remember to assume the role)
- Explain the purpose of the meeting
- Provide an outline of what to expect

Rules of Oral Presentations

- Tell them what you are going to cover
- Explain the time frame
- Present your topic
- Summarize what you told them
- Ask if they have any questions

Monitor your time

- Remember, this is a timed exercise
- Presentation too short….
- Presentation too long…….

Subjective criteria

- Do you look the part?
- Do you act the part?
- Do the raters see themselves in you?

Grading Criteria

- Oral presentation skills
- Use of proper grammar
- Subject knowledge
- Stay on point
- Ability to command a room
- Rapport with evaluators

Good luck!

Those who prepare are usually rewarded